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ABSTRACT

Designed to support a 2-credit course required of Brigham Young University-Hawaii students prior to graduation, this syllabus provides a consolidated library instruction package for students in English 111W--Library Skills and Research Writing--which is taught jointly by librarians and English faculty. The syllabus is written to be easily understood by students from widely diverse educational and social backgrounds. Each of the six sections includes discussion, examples, exercises, and sample test questions. The first outlines basic search strategies, selection of topics, and includes a pathfinder project. The remaining sections explain library layout and services, card catalog, the reference collection, periodical indexes, and microforms. A glossary of library terms concludes the syllabus. Practical hands-on experience is stressed and the information gathered is used in writing research papers. Special videotapes and independent study guides which supplement the syllabus are not included. (Author/RAA)

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USING THE JOSEPH F. SMITH LIBRARY

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Laie, Hawaii 96762

1981

"PERMISSION TO REPRODUCE THIS MATERIAL IN MICROFICHE ONLY HAS BEEN GRANTED BY

F. Curtis Fawson

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

IR009321

PREFACE

You will want to read this syllabus. And when you are through reading, hang on to it. Here's why:

- This syllabus will explain what you'll be doing in the library portion of English 111W.
- It will tell you what is expected of you—a good thing to know if you want to pass this section of the course.
- It will summarize in simple language the information that the librarians will give you.
- It contains many of the assignments that you will be expected to do.

Later, after you have completed English 111W, this booklet will be a good reference when you need to do research papers in other classes.

Library research is hard work, but it can be very exciting when you learn to do it well. We hope you will enjoy it.

FEB 2 3 1981

ACKNOWLEDGEMENTS

This syllabus was prepared primarily by Russell T. Clement, Special Collections/ Instruction Librarian at Brigham Young University—Hawaii Campus; Joan Fehlberg of the McKay Institute at BYU, Provo, Utah; D. Keith Wilson, Public Services Librarian and Systems Advisor at BYU—Hawaii; and E. Curtis Fawson, Chairman of the Division of Learning Resources at BYU—Hawaii.

Grateful acknowledgement is also given to BYU—Hawaii librarians Anita S. Henry, Rex L. Frandsen, and Sheng-Luen Tsai for their assistance in proofing the syllabus and providing much helpful input. Finally, Robert D. Craig of BYU—Hawaii's Institute for Polynesian Studies was instrumental in typesetting the work.

Laie, Hawaii
December, 1980

Section 1

Introduction to the Library Instruction Program of English 111W

You will learn:

What the library instruction program is all about

What will be expected of you in the library portion of English 111W

How to pass the mastery exams

How to plan a research strategy

Important:

Find a topic for your research paper as quickly as you can. The librarian will be able to give you specific kinds of help.

THE LIBRARY INSTRUCTION PROGRAM

All students expecting to graduate from BYU-Hawaii are required to take English 111W- the main purpose of which is to learn how to write a good research paper.

You may not be especially enthusiastic about that right now, but there's no questioning the value of learning to do a research paper. Nearly all students will write a number of such papers during their college careers, and those who go into professional fields have to keep on doing it. So you might as well learn to do it now and do it right.

Even if you never write another paper, though, as an educated person, you need to know how to find your way around a library and information easily. The next best thing to having knowledge is being able to find it.

WHAT IS THE LIBRARY INSTRUCTION PROGRAM?

The library instruction program was developed to help students in English 111W better understand how to use the library. As part of the English 111W class, you will meet from time to time in the library. Though the number of class periods you will spend in the library will depend upon your English teacher, you will cover certain basic topics, each of which is treated in a separate section in this booklet. During these class periods, you will be involved in three kinds of activity:

Classroom discussions and lectures
Hands-on experience with library materials
Written activities which you will complete and hand either to your teacher or to the librarian in charge of your class

WHAT ABOUT THE MASTERY EXAMS?

In order to complete the requirements for the class, you will be asked to pass four exams designed to test your ability to use the library. The exams will cover the following four areas:

Basic Walking Tour
Card Catalog
Periodical Indexes
Microforms

Usually these tests are given in the Testing Center of the Aloha Center. All you have to do is give the section number of your English class and request the specific exam. Some teachers prefer to give these in class. If in douby, check with your teacher.

The way to prepare for the exams depends upon your knowledge of library use:

If you ARE EXPERIENCED in library work:

Read the information in this booklet as a review
Try to answer some of the sample test questions
If you feel you can pass, take the exam

If you are NOT EXPERIENCED, do any or all of the following:

- Come to the library classes, listen and take careful notes.
- Review the information in this booklet and do the activities.
- Go through the Independent Guides. (These are very thorough. Check them out at the circulation desk.)
- See the videotapes and/or audiotapes that have been prepared. (These can be checked out at the circulation desk.)
- Ask the reference librarian for help if you have problems.

BASIC RESEARCH STRATEGY

If you want to write a *good* research paper, there are several basic steps you nearly always have to go through. If you want to write an awful paper, simply skip one or more of the steps.

The chart below outlines a typical research strategy and explains what library resources can help you at each stage. The example at the far right shows how the process works with a specific subject. Your English teacher may want to alter this strategy somewhat. If so, follow his or her method.

Please note:
The research strategy usually moves from the general to the specific: at first both your subject and your sources will be general. As you focus in on your subject, the reading materials will become more specialized.

The faster you can get to a limited toipic, the better.

Only the first four steps in the strategy will be discussed in the library instruction program. The other steps will be explained to you in your English class by your English teacher.

Steps	Library Resources	Example
1. Choose a general topic.	There are several ways to come up with a general topic—you could select a subject you are already interested in, one sugested by a class you are enrolled in, or one related to your major. If you get stuck for an idea, go to the library and thumb through current magazines, general encyclopedias, or general books.	Infant Development
2. Do some general reading in order to limit the topic and gain background information.	Go to general sources: Popular Reference books (encyclopedias, dictionaries) a chapter in a book.	General Article in *Parents Magazine,* Encyclopedia article.
3. Limit the subject depending on the requirements of your English teacher, this will usually take the form of a research question or statement of a problem.		Research question: What can a mother and father do to help their baby develop the ability to learn?

4. Find sources of information in the library. Make up a preliminary bibliography.

For books, use the card catalog. For magazines, and periodicals, use periodical indexes. For specialized reference books and microforms, see specialized indexes.

For information on infant learning, you would look under the following subjects:
Card Catalog:
Child Development
Children—Growth
Motor Ability in Children
Periodical Indexes:
Reader's Guide
Infants—growth and development.
Education Index.
Infants—growth and development.
Motor development.
Preschool children—growth development.
ERIC
Motor development
Infant Behavior.

Since most of the information on this subject is recent, the best sources will be magazines or journal articles. Newspapers would not likely be the best sources.

5. Read and take notes.

6. If necessary, continue to limit the subject. (When you have experience in the library, you can get to this point rather quickly before you take a lot of notes.)

This step occurs as a result of continued reading, when it becomes apparent that there is too much material on a certain subject. (Or when you see a more interesting or creative approach.)

Limited research question: What kinds of games and activities help a baby develop his sight, hearing, and ability to use large muscles?

7. Construct an outline. (While you are reading and taking notes, you should be thinking of a way to organize the information you find.)

8. Write the rough draft and revise it.

9. Document the paper (footnotes and bibliography).

Refer to the facts you've written on your bibliography cards.

POSSIBLE RESEARCH TOPICS

Below is a list of research topics that have worked out reasonably well in the past. The purpose of the list is to help you think of a topic to use for your paper, or serve as a topic for the Pathfinder Activity until you find one of your own.

General Topic	Somewhat Limited Topic	Research Question
The LDS Church as a world-wide Church.	The growth of the Church in England	Why did the missionaries have so much success in England during the early 1840s?
Child Development	Infant Nutrition	Is it better to breast feed or bottle feed a baby?
Business	Investment Schemes	Can an amateur successfully enter the commodities market?
Elementary Education	Discipline in the Classroom	Can the traditional classroom teacher adopt anything of value from *Summerhill?*
Medicine	Heart Attacks	Can aspirin lessen one's chances of heart attack?
Women	Women in small businesses	Are women successful as owners of small businesses?
Sports	Sport Injuries	What effects do injuries have on participants of high school football?
Computers	Computer Crime	How are computer crimes committed and are they being apprehended?
Government	Intelligence agencies	How is the CIA attempting to improve its image to the American public?

TOPICS TO AVOID

Some topics do not work out very well for undergraduate research papers. A few of the main problem areas are listed below. Your English and library instructors will help you steer clear of other problem areas.

Topics with Built-in Problems	Example
1. Topics about which the library has little material. (There's really nothing wrong with the topic; we just can't supply the books and periodicals.)	19th-century American architecture.
2. Topics that are so obvious and have been written about so much that all the sources say the same thing. All that is left for you to do is repeat what all the sources say.	Why Napoleon lost the Battle of Waterloo.
3. Controversial topics without any objective source for evidence.	Should the LDS Church give the priesthood to women?
4. A topic that has been so popular that English teachers are sick to death of reading about it, and all the materials will be checked out by someone else.	Interracial marriage, abortion, child abuse.
5. Very narrow subjects having to do with Polynesia or Mormonism. Not enough has been written on so specialized a subject.	Adult Education in Fiji.
6. Ridiculous topics. These are simply not worth your time and effort.	History of the Hamburger.
7. Extremely current or trendy topics require some caution. Be sure to allow enough time for historical perspective.	What should be done with Billy Carter?
8. Topics beyond your level of education and far beyond the requirements of English 111W. Save these for your Ph.D. dissertation.	Velocity, antistrophe, and crustal structure of the Hawaiian arch.

(SAMPLE)

Activity 1

PATHFINDER PROJECT

The pathfinder is designed to give you experience in following an intelligent research strategy and integrating the skills you learn in the library classes. If you follow the instructions of your librarian, this project will guide you in writing the library paper and save you a great deal of time. If you need to, refer back to page 1, "Basic Research Strategy."

To carry out this project:

- Decide upon a general topic, preferably the one you want to use as the topic of your research paper. If you absolutely cannot think of a topic, choose one from the list on page 1. However, when you find a real topic, you will have to go through the research steps again from the beginning. Be sure to get approval of your topic from your English teacher.
- Complete the project *one stage at a time* as directed and submit to your library instructor. He or she will be able to see how well you understand the principles and will give you suggestions on using library materials.

STEP 1. GENERAL RESEARCH TOPIC — **Librarian's Comments**

In the space below, write the topic you would like to research. If you can limit it somewhat, do so. (Be sure to okay your topic with your English instructor first.)

Changes in the Climate

Good, workable topic

STEP 2: GENERAL READING

Find and read at least one short general introduction to your subject. In the spaces below, write the necessary information: (You will probably not need to read materials from all three.)

Encyclopedia Articles:

Name of encyclopedia: Encyclopedia Am[illegible]ana
Title of Article: "Climate"
Author (if given): Brooks, Edward [illegible]
Volume Number: 7
Page Number: 71 - 87
Publishing Information (Publisher, place, and date): 1979

ok

Chapter of Book

Title of Book: Climatic Change
Author: Parry, M.L.
Chapter number and page: Chapter 1, pp 17-24
Call Number: S 600.5
Publishing information (publisher, place and date): New York: Harper & Row 1973

General Periodical Article

Title of Article: Warning on synfuels, CO_2 and the weather
Author: J. Carter
Periodical: Science
Date, volume, page: July 27, 1979 205:376-77.

Any more current?

STEP 3: LIMIT THE TOPIC

In the space below, write the limited topic or research question. (See your English instructor for approval first.)

In what ways does man cause changes in the climate?

do?

(seems awkward — see teacher)

STEP 4: SOURCES OF INFORMATION

(In some cases, not all the sources listed below will apply. A topic of recent interest, for example, may not be found in books.)

A. Books

1. Card Catalog: List the subjects under which you can find books on your subject (refer to Library of Congress Subject Headings and check the Reference Collection for bibliographies on your subject).

Climatic Changes, climatology, Man-Influence on Nature

2. List 3 books which contain information on your subject:

Author: Parry, M. L.
Title: Climatic Change: Agriculture and Settlement.
Call Number: S600.5 p. 37
Publishing information (publisher, place and date):
New York, Ungar, 1968
Number of pages dealing with subject: 35+

Author: Sutcliffe, R.C.
Title: Weather and the Climate.
Call Number: QC 863. 5845
Publishing information (publisher, place and date):
Hamden, Conn: Archon Books, 1978
Number of pages dealing with subject: 8

Check Reference collection — see Weather Almanac

Author: Critchfield, Howard
Title: General Climatology 2 ed.
Call Number: QC 981. C63 1966
Publishing information (publisher, place and date):
Philadelphia Fortress Press, 1976.
Number of pages dealing with subject: 15

B. Periodicals

1. Periodical Indexes: List the titles of at least 2 periodical indexes useful in researching your subject. Indicate the subject(s) under which you would look.

Title of Index: Reader's Guide
Subject(s): Climate; Climatic Changes, Global; Man & Nature
Title of Index: Applied Science and Technology Index.
Subject(s): Climatology

See also Air Pollution

2. Periodical Articles: List 3 periodical articles dealing with your subject:

Title of Article: "Atmospheric Effects of Pollutants
Author: Hobbs, P.V.
Title of Periodical: Science
Volume, Date, Page: vol. 183, March 8, 1974 p. 909
Where located: X microfilm
____ bound periodicals ____ current periodicals

Title of Article: Climate Stabilization for Better or Worse.
Author: Kellogg, W.W.
Title of Periodical: Science
Volume, Date, Page: vol 186, Dec. 27, 1974, p 1163.
Where located: X microfilm
____ bound periodicals ____ current periodicals

Title of Article: Carbon Dioxide and Climate
Author: Baes, C. E.
Title of Periodical: American Scientist
Volume Date, Page: vol. 65 May 1977 pp 310-20
Where located: X microfilm
____ bound periodicals ____ current periodicals

C. Other Sources: Newspapers, Microforms, Government Documents, etc.

Should be info. in Govt. Docs.

Indexes: List the titles of indexes that refer you to materials on your subject.

News Bank: Environment - Climate and Weather
New York Times Index: Weather
DIALOG - computer searching

Good topic for a DiAlog search

Give the title of at least 1 book or article you found through each of the above indexes.

News Bank "Environment" 1974: 54 B7-9
New York Times Monday Feb. 18, 1978 Sec 9, p.1

NAME _____

Activity 1

PATHFINDER PROJECT

The pathfinder is designed to give you experience in following an intelligent research strategy and integrating the skills you learn in the library classes. If you will follow the instructions of your librarian, this project will guide you in writing the library paper and save you a great deal of time. If you need to, refer back to page 1, "Basic Research Strategy."

To carry out this project:

- Decide upon a general topic, preferably the one you want to use as the topic of your research paper. If you absolutely cannot think of a topic, choose one from the list on page 1. However, when you find a real topic, you will have to go through the research steps again from the beginning. Be sure to get approval of your topic from your English teacher.

- Complete the project *one stage at a time* as directed and submit to your library instructor. He or she will be able to see how well you understand the principles and will give you suggestions on using library materials.

STEP 1: GENERAL RESEARCH TOPIC **Librarian's Comments**

In the space below, write the topic you would like to research. If you can limit it somewhat, do so. (Be sure to okay your topic with your English instructor first.)

_____

STEP 2: GENERAL READING

Find and read at least one short general introduction to your subject. In the spaces below, write the necessary information: (You will probably not need to read materials from all three.)

Encyclopedia Articles:

Name of encyclopedia: _____
Title of Article: _____
Author (if given): _____
Volume Number: _____
Page Number: _____
Edition or number or date of publication:
_____

Chapter of Book

Title of Book: _____
Author: _____
Chapter number and page: _____
Call Number: _____
Publishing information (publisher, place and date):
_____
_____

General Periodical Article:

Title of Article: _____
Author: _____
Periodical: _____
Date, Volume, Page: _____

STEP 3: LIMIT THE TOPIC

In the space below, write the limited topic or research question. (See your English instructor for approval first.)

_____

STEP 4: SOURCES OF INFORMATION

(In some cases, not all the sources listed below apply. A topic of recent interest, for example, may not be found in books.)

A. Books

1. Card Catalog: List the subjects under which you can find books on your subject (Refer to Library of Congress Subject Headings and check the Reference Collection for bibliographies on your subject.)

_____

_____

2. List 3 books which contain information on your subject:

Author: _____
Title: _____
Call Number: _____
Publishing information (publisher, place and date):
_____
_____
Number of pages dealing with subject: _____

Author: _____
Title: _____
Call Number: _____
Publishing information (publisher, place and date):
_____
_____
Number of pages dealing with subject: _____

Author: _____
Title: _____
Call Number: _____
Publishing information (publisher, place and date):
_____
_____
Number of pages dealing with subject: _____

B. Periodicals

1. Periodical Indexes: List the titles of at least two periodical indexes useful in researching your subject. Indicate the subject(s) under which you would look.

Title of Index: _____
Subjects: _____
Title of Index: _____
Subject(s): _____

2. Periodical Articles: List 3 periodical articles dealing with your subject:

Title of Article: _____
Author: _____
Title of Periodical: _____
Volume, Date, Page: _____
Where located: _____ microfilm
_____ bound periodicals _____ current periodicals

Title of Article: _____
Author: _____
Title of Periodical: _____
Volume, Date, Page: _____
Where located: _____ microfilm
_____ bound periodicals _____ current periodicals

Title of Articles: _____
Author: _____
Title of Periodical: _____
Volume, Date, Page: _____
Where located: _____ microfilm
_____ bound periodicals _____ current periodicals

C. Other Sources: Newspapers, Microforms, Government Documents, etc.

Indexes: List the titles of indexes that refer you to materials on your subject.

_____
_____
_____

Give the title of at least 1 book or article you found through each of the above indexes.

_____
_____
_____

Section 2

Library Layout and Services

You will learn:	For additional help, see:
The location of library facilities and collections.	Audio tape tour (available at the circulation desk)
The purposes of important collections	Video Tour (available at the circulation desk)
Library policies	

GETTING ACQUAINTED WITH THE SMITH LIBRARY

A college library can be a very frightening place for many students. In a single building are housed an almost limitless supply of books, magazines, newspapers, documents, maps, audio tapes, and other materials. It takes considerable skill and know-how to locate exactly the information you need. If you are familiar with other large libraries, you will feel comfortable in the Smith Library, because most libraries operate according to certain basic principles. If you have never used an academic library, you may feel overwhelmed at first. But be of good cheer: you can learn how to find your way around the library rather quickly if you work at it a little. And in no time, you'll be a veteran researcher.

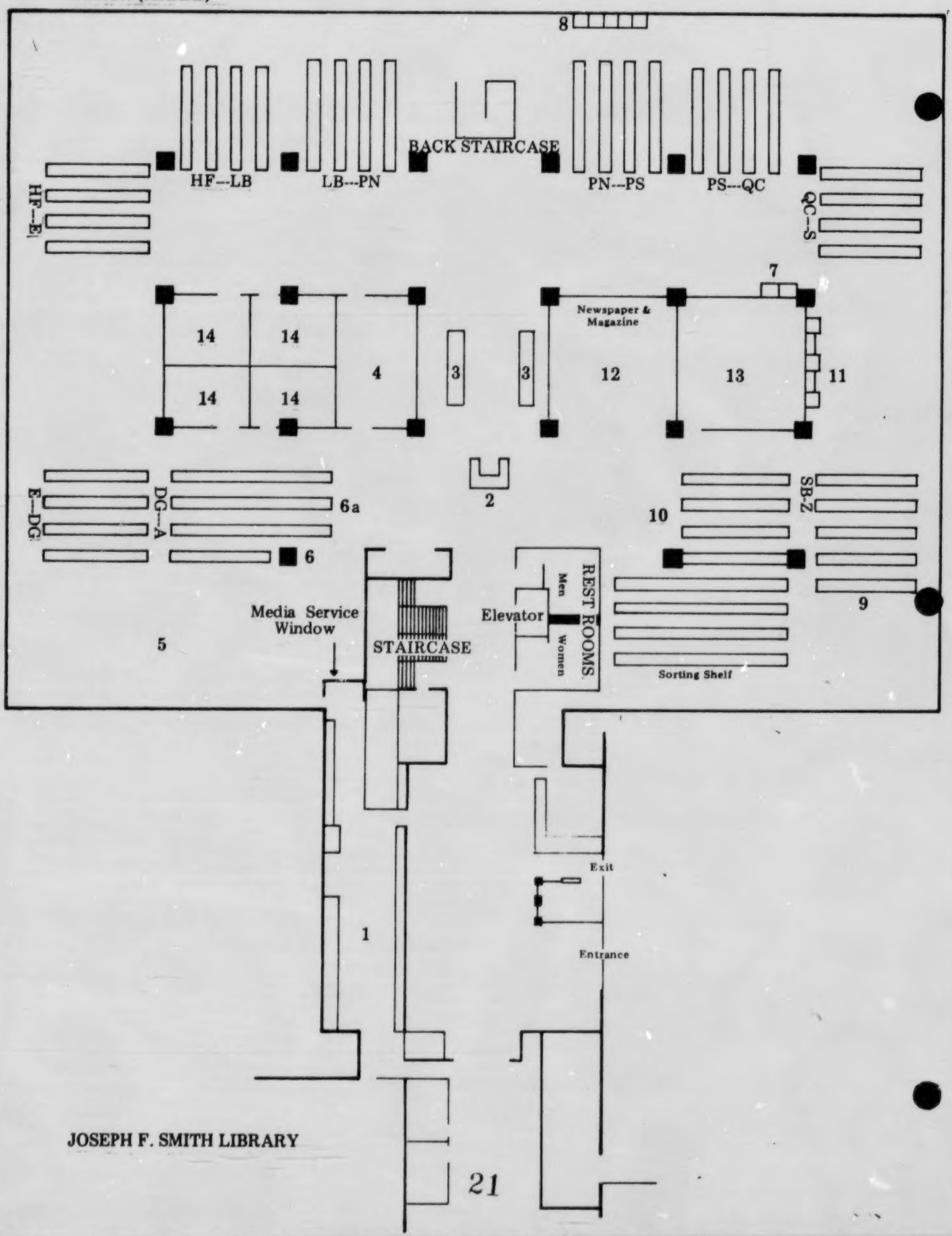
The first step in learning to use the library is knowing what's there and how to find your way around. This section will give you a quick look at the main areas of the library. As you work on your research paper, you'll become better acquainted.

WHAT DO I DO IF I HAVE TROUBLE?

Probably it will take a while for you to feel comfortable in the library. And even after you've had a lot of experience, you'll still have questions and problems. When that happens, see a librarian. The librarians at the reference desk are there to help you. Please don't be shy.

WHAT RESOURCES ARE AVAILABLE IN THE SMITH LIBRARY?

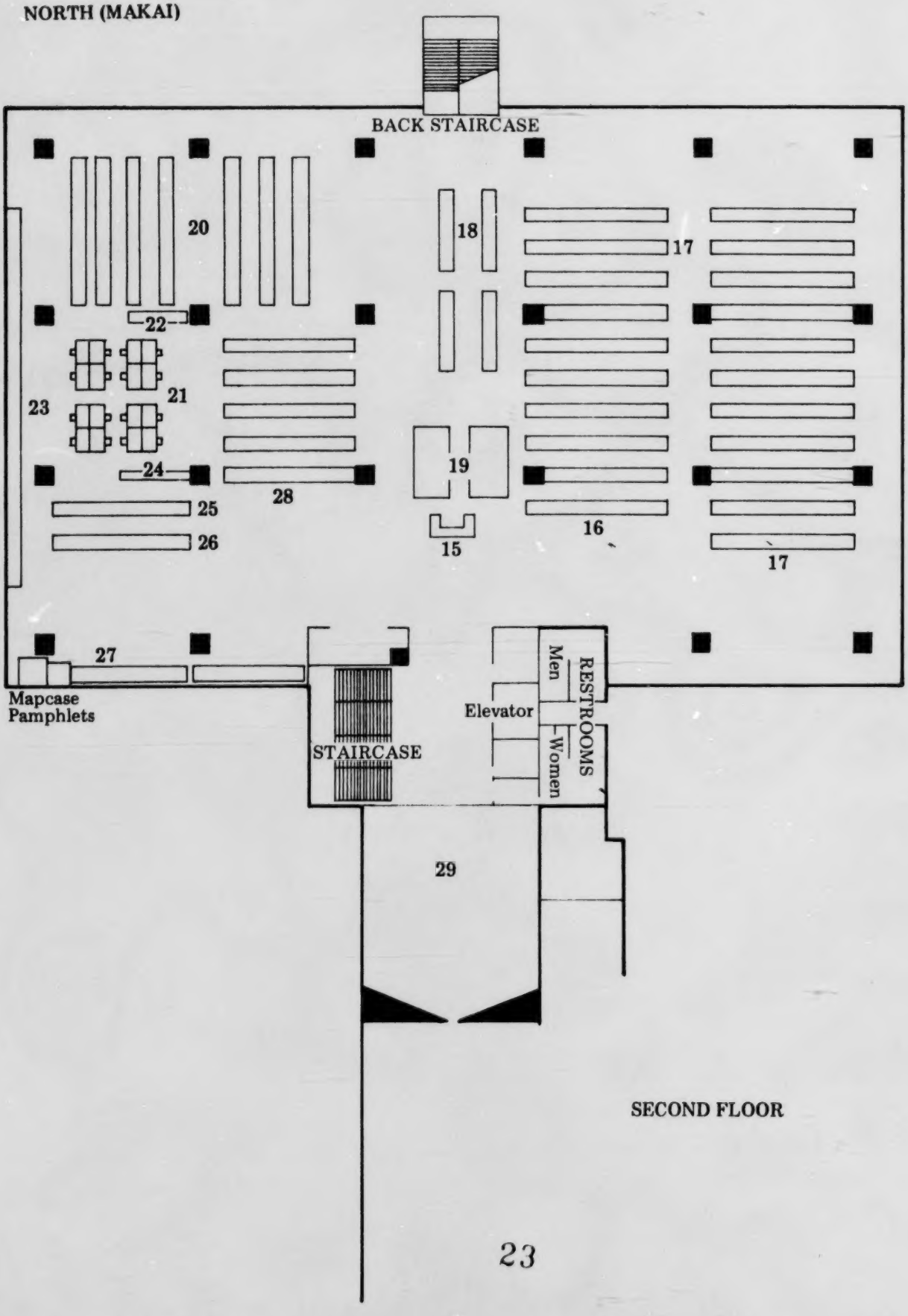
On the next few pages are floor plans of the Smith Library—one page for each floor. Opposite each are listed the areas and the information or materials you can find there.


NORTH (MAKAI)
8
HF---LB
LB---PN
BACK STAIRCASE
PN---PS
PS---QC
HF---E
QC---S
7
Newspaper & Magazine
14
14
14
14
4
3
3
12
13
11
2
E---DG
DG---A
6a
6
10
SB-Z
9
Media Service Window
STAIRCASE
Elevator
Men
Women
REST ROOMS
Sorting Shelf
5
1
Exit
Entrance
JOSEPH F. SMITH LIBRARY

MAIN FLOOR

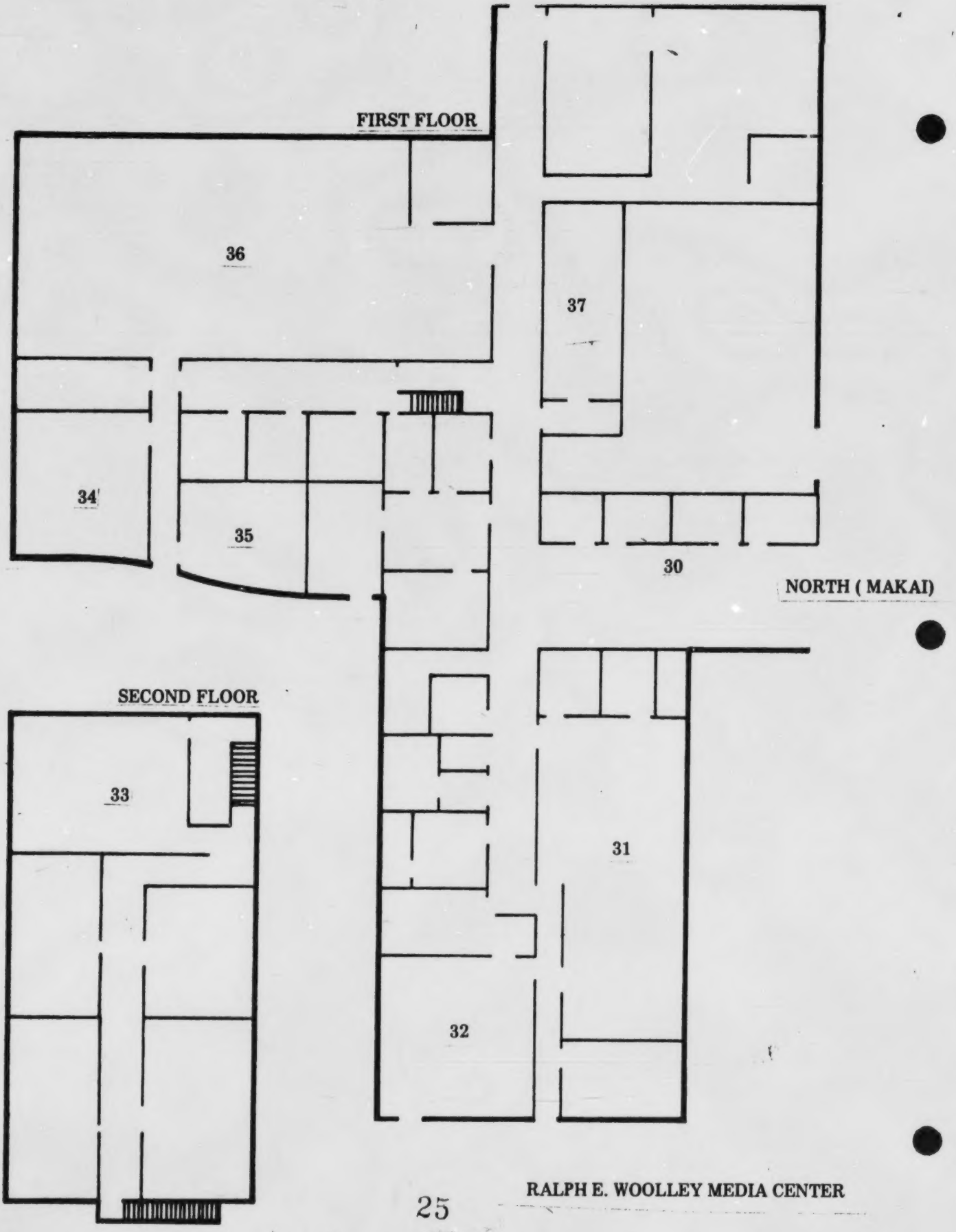
The map opposite is of the main area of the library. If your research project is typical, you will spend much of your time here. The numbers at the left correspond to the numbered areas on the floor plan.

Area	Description
1. Circulation Desk	At this desk you check out all library materials—books, media, equipment and so forth. "Course reserve" materials are also found here.
2. Reference Desk	Home of the reference librarian, who will answer your questions and help you with research problems.
3. Main Card Catalog	The index to most of the library holdings. Used mainly to find books.
4. Typing Room	Electric and manual typewriters are available here at minimal cost.
5. Media Carrels	Booths equipped with TV and audio equipment.
6. General Collection: "A" through "BY"	The first shelf of books in the general collection, classified alphabetically according to the Library of Congress system. Remaining shelves are arranged clockwise around the area.
6a. Mormonism Collection	Books related to the Church of Jesus Christ of Latter-day Saints.
7. Mapcase	Contains maps of the US and the world, with the exception of the Pacific area. Maps of the Pacific are found on the second floor.
8. Vertical File (Pamphlets)	A miscellaneous collection of important pamphlets.
9. Folio	Area for books too large for regular shelves.
10. Reference Collection	Books designed to be consulted for a specific piece of information—encyclopedias, dictionaries, etc.
11. Atlas Collection	Books containing maps and other geographical information.
12. Lounge	Contains many newspapers, popular magazines, and current best sellers.
13. Curriculum Collection\ Faculty Research Room.	Teaching aids and lessons for elementary education majors.
14. Group Study Rooms	Rooms suitable for groups. May be scheduled at the circulation desk.


NORTH (MAKAI)
BACK STAIRCASE
20
18
17
22
21
23
24
19
28
25
26
15
16
17
27
Mapcase
Pamphlets
STAIRCASE
Elevator
Men
Women
RESTROOMS
29
SECOND FLOOR

SECOND FLOOR

15. Reference Desk	A reference librarian is usually on duty here to help with special problems.
16. Current Periodicals	Periodicals published within the last year. Arranged alphabetically by title.
17. Periodicals (Bound Issues)	Older periodicals bound in book form.
18. Index Tables	Periodical and newspaper indexes used to find specific articles.
19. Card Catalogs	Catalogs to special collections, such as Children's Collection, Pacific Islands' Collection, etc.
20. Government Documents	A partial collection of documents published by the United States government.
21. Microform Readers	Equipment used to read microfilm and microfiche.
22. Microfiche Cabinets	Government Documents, Pacific Islands, HRAF, NewsBank, LAC, etc.
23. Microforms Cabinets	Cabinets containing copies of periodicals, newspapers, and books on microfilm or microfiche.
24. ERIC	Educational Resources Information Center. Microfiche.
25. Sorting Shelf	Area where returned books are sorted prior to reshelving.
26. Children's Collection	Books for children up to eighth grade level.
27. Locked Cases	Contains rare and easily lost materials.
28. Pacific Islands Collection	Research materials pertaining to the Hawaiian and Pacific Islands.
29. Humanities Room	Conference classroom. May be scheduled at circulation desk.



RALPH E. WOOLLEY MEDIA CENTER

RALPH E. WOOLLEY MEDIA CENTER

30. Preview Rooms	Four rooms available for viewing films. These may be scheduled at the circulation desk.
31. Press and Graphic Services	Provides printing services for the campus.
32. Graphics and Media Lab	Contains equipment and materials to produce professional graphics (posters, transparencies, charts, etc.) for faculty and students. Consider this area if you need good visual aids for your research paper.
33. Study Skills Lab	Used by the ELI program as a special study/help area.
34. Genealogy Library	A stake library open during special hours.
35. Meeting House Library	Contains materials used in the organizations and auxiliaries of the LDS Church. Open during special hours for BYU—Hawaii Stake users.
36. Technical Services	It is here that books and other library materials are ordered, processed, and the cards are made for them.
37. Archives	Houses the records pertaining to the history and development of the campus.

LIBRARY SERVICES AND POLICIES

Besides becoming familiar with the library layout, you'll need to familarize yourself with the services and policies of the Smith Library.

Library hours for Fall and Winter Semesters:

7:00 a.m. to 11:00 p.m., M-Th.
7:00 a.m. to 10:00 p.m., Friday
9:00 a.m. to 5:00 p.m., Saturday

Spring and Summer hours will be posted

Professional Staff:

E. Curtis Fawson ..... Director
Russ Clement..... Special Collections/Instruction
Rex Frandsen..... Reference/Archives
Anita Henry ..... Cataloging
Dwight Miller ..... Product Development
Sheng Luen Tsai ..... Acquisitions
Keith Wilson ..... Public Services
Janet Yap..... Reference

SERVICES

Reference Librarians. Librarians are available to assist you in providing information and research guidance.

Library Orientation and Use: An audio cassette walking tour and map of the library are available for check-out at Media Services. Also available are videotapes on the Card Catalog, Periodical Indexes, and Microforms. These may be checked out at Media Services and viewed at a Media carrel.

Interlibrary Loan Service: Materials not available in the Smith Library may be available from other libraries in Hawaii or on the mainland. Faculty, staff, and students (with faculty permission) may use this service. Inquire at the circulation desk for the forms.

Copy Service: Self-service photocopiers are located on both floors of the Library. Cost is 5 cents per page. Copy service for microforms is also available at 10 cents per page.

Lost and Found: Check at the circulation desk for any lost articles.

Media Services: Media Services supports the academic program by the distribution of audio and visual media to students, the LDS Church and the community.

Graphics: The Graphics Department produces professional graphics for academic use for faculty and students. (The adjacent Production Lab assists the academic community in the production of their own media.)

POLICIES

Borrowing Privileges: BYU-HC students, faculty and staff can borrow materials by using their University ID cards. Off-campus patrons must purchase a library guest card.

Loan Periods: All students, staff, and guest-card holders can borrow materials for two weeks with a two-week renewal. Perodicals, atalses, reference, and locked materials do not circulate.

Book Returns: Borrowed materials should be returned to either of the two library book drops. These drops are located at the circulation desk and outside the entrance to the library near the pay phone.

Fines: Fines are collected at the circulation desk for all overdue materials. Fines are reduced if paid at the time materials are returned.

Book Searches and Holds: If you do not find a book at its call number location or on the sorting shelves, ask at the circulation desk. A "hold" can be requested for any book out on loan. You will be notified when the book has been returned. Both the reference and circulation desks have lists of materials currently checked out.

SAMPLE TEST QUESTIONS

_____ 1. Books in the Mormonism collection are listed in which card catalog?
a. The Special Collections card catalogs on the 2nd floor.
b. In the general card catalog on the first floor.
c. In the Reserve Collection behind the circulation desk.
d. Since the Mormonism collection is a "Special Collection" they are not listed anywhere.

_____ 2. Machines for viewing material on microforms are located:
a. On the first floor, in the media carrels area.
b. At the circulation desk. These circulate inside the library.
c. In the Graphics Lab.
d. On the second floor.

_____ 3. The word "Folio" means:
a. The item is a map.
b. This book will be found in the Children's collection.
c. This item is too large to fit on the regular shelves and is shelved in a special place.
d. This is a media item, such as a slide project.

_____ 4. Where are the "locked cases" located which house old materials?
a. In Technical Services.
b. On the first floor, near the Atlas collection.
c. On the second floor, near the Children's Collection.
d. On the first floor near the current newspapers.

NAME _____

Activity 2

LIBRARY ORIENTATION: A Quick Review

Each of the questions below describes a research problem. In the blank write the number corresponding to the place you would go to find the information. (For numbers, refer to the maps on the previous pages.)

1. You want to find a book on growing vegetables. The author's name is Walter Doty. Where do you go to get the call number of the book? _____

2. You have just spent 14 straight hours in the library trying to find information on scuba diving and haven't found a thing. Where can you go for help? _____

3. In your literature class the teacher kept talking about "naturalism" and you felt like a fool. Where can you go to find an encyclopedia article on the subject? _____

4. Your religion teacher wants a report on "faith." In the card catalog you find a book entitled *Lectures on Faith* by Joseph Smith. Where do you find the book? _____

5. You have never studied in an academic library before and feel lost. Somebody tells you there are videotapes explaining library services. Where will you go to look at these? _____

6. Your friend tells you about a perfectly wonderful book of pictures. The book is enormous—almost 2 feet tall! Where will you find it? _____

7. There's an article on the beauties of Oahu in last month's issue of *National Geographic* magazine. Where do you go to find a copy? _____

8. In your health class you are asked to read an assignment that has been put on microfilm. Where do you get the microfilm? _____

9. Where do you go to *read* the microfilm? _____

10. You need a magazine article on the bombing of Pearl Harbor. Someone tells you to look in a periodical index. Where can you find one? _____

11. Where would you find a book on customs in Fiji? _____

12. You need a nice looking graph for your research paper. The one you drew looks like it had been done by a four-year-old. Where can you get help? _____

Section 3

The Card Catalog: Index to the Library

You will learn:

How to use the card catalog
How to use Library of Congress Subject Headings
How to locate a book

For additional help, see

Videotape: "The Card Catalog, Index to the Library."

Independent Study Guide: The Card Catalog."

THE CARD CATALOG: INDEX TO THE LIBRARY

The Joseph F. Smith Library stores hundreds of thousands of written materials: books, magazines, pamphlets, newspapers, documents, maps. It also houses audio and video materials, pictures, movies, and an enormous collection of reading materials reduced on microform. These cover a wide range of subjects—probably any subject you can think of.

So what do you do if you need to find a particular book? Use the card catalog!

WHAT IS A CARD CATALOG?

A card catalog is a huge index to a large part of the holdings of the Joseph F. Smith Library. It works something like the index to a book.

The library has one main catalog and several small ones. All are organized along the same principles. The main catalog is made up of several cabinets with many small drawers arranged in alphabetical order. The drawers contain 3 x 5" cards arranged alphabetically. Each card represents a book or some other material. The card contains important information that will help you decide where to find a book and, in some cases, whether it will be useful.

A card catalog is limited, however, and you should remember that many items in the library are not listed there. For example, you will never find periodical articles, newspapers, or most government publications if you rely on the card catalog alone. Different tools or indexes for these and other materials will be described later.

HOW IS THE CARD CATALOG ORGANIZED?

In the Smith Library, the catalogs are divided into three separate catalogs:

The Title Catalog

In this catalog, all the cards are arranged alphabetically according to the book's title. Because you usually won't know the exact title of a book, you won't use this catalog very often. But when you do know the particular book you need, this is the best catalog to use.

The Author Catalog

In this catalog all the books are arranged alphabetically according to the last name of the author. If you know of an author who has written a book on your topic, you might look in this catalog for more books by the same person.

The Subject Catalog

In this catalog, cards are arranged alphabetically by subject. You will probably use this catalog most frequently. (NOTE: Novels, poems, operas, and so forth are not listed by their subject. You will have to know the author or title. For instance, Melville's *Moby Dick* will not be filed under FISHING INDUSTRY or WHALES.)

CATALOGS TO SPECIAL COLLECTIONS

The catalog we have been referring to so far is the main catalog on the first floor. Besides this one, we have several small ones that index specific collections. Each catalog is organized and used just like the large one, even though there may be just one author drawer, one title drawer, and one subject drawer. Some of the catalogs are integrated into the large catalog.

Below are the specialized catalogs:

Media Catalog (First Floor)

Lists records, tapes, films, etc., held by the library. Cards in this and other catalogs representing media (nonprint materials) are designated by a green stripe along the top.

Mormonism Catalog (First Floor)

Lists books and materials dealing with Mormonism.

Map Catalog (A small section of the main catalog).

Acts as an index to the maps in the map cases.

Curriculum Catalog (First Floor)

Lists the holdings of the curriculum collection which is located in the room next to the browsing area.

Children's Catalog (Second Floor)

Indexes children's fiction and nonfiction books.

Pacific Islands Catalog (Second Floor)

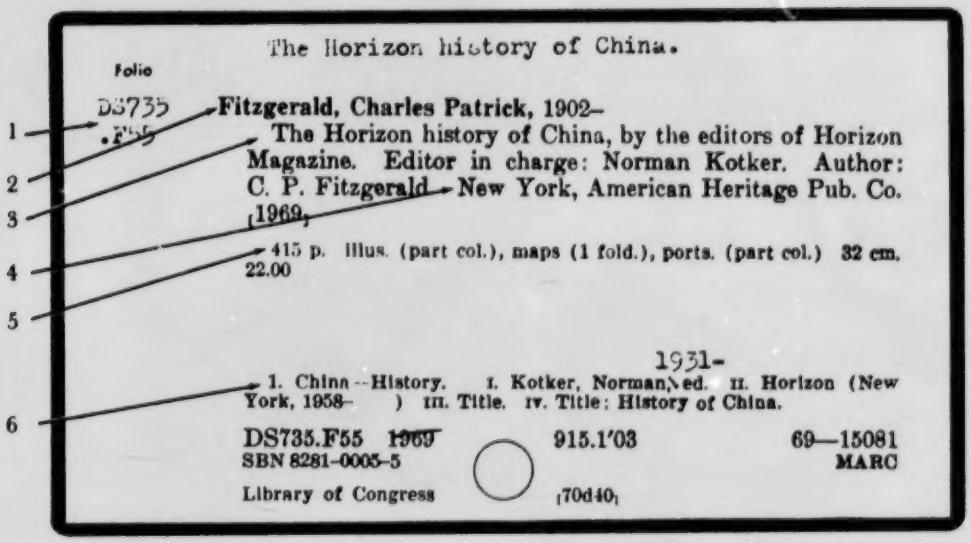
Indexes materials located in the Pacific Islands Collection.

Government Documents (Second Floor)

To use, consult *Monthly Catalog* or see librarian.

WHAT DOES A CARD LOOK LIKE?

Below is a card like those you will find in the card catalog. The information you will need in English 111W is explained. The other information is for librarians.



1. CALL NUMBER

You need this number to find a book on the shelves. Copy all of it. Be certain to note any designation to a particular area of the library, e.g., reference, film, children, folio, Pacific Islands, etc.

2. AUTHOR

3. TITLE

4. PUBLISHING INFORMATION

You need this information for the bibliography of your library paper.

5. INFORMATION ABOUT A BOOK

Number of pages, whether it is illustrated, whether it has a bibliography, etc. Some of this information may be helpful to you, some may not.

6. TRACINGS

These suggest other subjects you can look under to find books on your topic.

HOW ARE THE CARDS FILED?

Librarians have hundreds of rules for filing cards. Here are the most important:

1. The cards in all three catalogs are filed alphabetically by the first word.

2. An article ("a," "an," and "the") should be ignored if it is the first word. Start with the next word.

3. Abbreviations and numbers are filed as if they were spelled out. ("Dr." becomes "Doctor")

4. The cards are filed on a word-by-word basis rather than letter by letter. ("Sea shell" comes before "Seagrams").

5. Author cards are filed last name first.

6. In the subject catalog, inverted entries follow a subject and its subheadings:

   Art
   Art, Ancient
   Art, Belgium

7. Ignore hyphens, apostrophes, and commas in words.

8. Names beginning with M', Mc, and Mac are all filed as if they were spelled Mac.

9. Initials and acronymns are filed before words. (A. A. and ABC before Aardvark).

THE LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

The books in this library are arranged on the shelves according to the Library of Congress Classification System, which separates all knowledge into 21 classes, as outlined below. Each class is identified by a letter of the alphabet, subclasses by combinations of letters, and subtopics within classes and subclasses by a numerical notation.

Classes		
A	GENERAL WORKS	
	(General encyclopedias, reference books, periodicals, etc.)	
B	PHILOSOPHY—RELIGION	
	B–BJ	Philosophy, including BF, Psychology
	BL–BX	Religion
C	AUXILIARY SCIENCES OF HISTORY	
	CB	History of civilization (General)
	CC	Archaeology
	CD	Archives
	CJ	Numismatics
	CR	Heraldry
	CS	Genealogy
	CT	Biography (General)
D	HISTORY: GENERAL AND OLD WORLD	
	(Including geography of individual countries)	
	D	World history, including World Wars
	DA	Great Britain
	DB	Austria
	DC	France
	DD, etc.	Other individual countries
E–F	HISTORY OF AMERICA	
	(Including geography of individual countries)	
	E 1–143	America (General)
	E 151–857	United States (General)
	F 1–937	United States—States and local
	F 1001–1140	Canada
	F 1201, etc.	Other individual countries
G	GEOGRAPHY, ANTHROPOLOGY, FOLKLORE, ETC	
	G	Geography (General)
	GB	Physical geography
	GC	Oceanography
	GN	Anthropology
	GR	Folklore
	GV	Recreation
H	SOCIAL SCIENCES	
	HA	Statistics
	HB–HJ	Economics
	HM–HX	Sociology
J	POLITICAL SCIENCE	
	JA–JC	Political science
	JF–JQ	Constitutional history and public administration
	JS	Local government
	JX	International law
K	LAW	
L	EDUCATION	
M	MUSIC	
	M	Scores
	ML	Literature of music
	MT	Musical instruction
N	FINE ARTS	
	NA	Architecture
	NB	Sculpture
	NC	Graphic arts
	ND	Painting
	NK	Decorative arts

Classes		
P	LANGUAGE AND LITERATURE	
	P	Philology and linguistics
	PA	Classical languages and literatures
	PC	Romance languages
	PD–PF	Germanic languages, including PE, English
	PG	Slavic languages and literatures
	PJ–PL	Oriental languages and literatures
	PN	General and comparative literature
	PQ	Romance literatures
	PR	English literature
	PS	American literature
	PT	Germanic literatures
	PZ	Fiction in English. Juvenile literature
Q	SCIENCE	
	QA	Mathematics
	QB	Astronomy
	QC	Physics
	QD	Chemistry
	QE	Geology
	QH	Natural history
	QK	Botany
	QL	Zoology
	QM	Human anatomy
	QP	Physiology
	QR	Bacteriology
R	MEDICINE	
S	AGRICULTURE	
	SB	Plant culture and horticulture
	SD	Forestry
	SF	Animal culture
	SH	Fish culture and fisheries
	SK	Hunting sports
T	TECHNOLOGY	
	TA	General engineering, including general civil engineering
	TC	Hydraulic engineering
	TD	Sanitary and municipal engineering
	TE	Highway engineering
	TF	Railroad engineering
	TG	Bridge engineering
	TH	Building construction
	TJ	Mechanical engineering
	TK	Electrical engineering. Nuclear engineering
	TL	Motor vehicles. Aeronautics. Astronautics
	TN	Mining engineering. Mineral industries. Metallurgy
	TP	Chemical technology
	TR	Photography
	TS	Manufactures
	TT	Handicrafts. Arts and crafts
	TX	Home economics
U	MILITARY SCIENCE	
V	NAVAL SCIENCE	
Z	BIBLIOGRAPHY AND LIBRARY SCIENCE	

BIOGRAPHY. Lives of individuals, illustrative of any subject, are normally classified with that subject, *e.g.* Albert Einstein is classified in QC 16 E5. Otherwise, they are classified with general biography in CT.

The complete Library of Congress call number for any book may be found by consulting the card catalog.

FINDING SUBJECT HEADINGS: THE LIBRARY OF CONGRESS SUBJECT HEADINGS

Let's say you have chosen a topic for your research paper and want to find a book on that topic. How do you start looking? Of course, you first go to the subject section of the card catalog. But then comes the tricky part: deciding what subject heading to look under. Tracing down books on a subject is a little like detective work—you have to follow all the leads.

Suppose you want to write a paper on the problems of divorced women. What subjects might you look under? Divorced Women? Women? Problems? If you start by looking under these subject headings, you'll have bad luck, because the first heading won't exist and the last two will be much too general.

Very often the only way you can find subject headings is by going to the *Library of Congress Subject Headings*. It can help you find topics you would otherwise never think of, and books you would otherwise never find.

WHAT ARE THE LIBRARY OF CONGRESS SUBJECT HEADINGS?

The *Library of Congress Subject Headings* (sometimes referred to as LCSH) are easily recognized as the red volumes found on the tables by the card catalog. It is compiled by the people who design the Library of Congress system. When our librarians file books, they refer to these volumes.

The LCSH is simply a very long list of subject headings in alphabetical order. Under each main topic are listed several possible subheadings. These are marked by symbols to direct you. The symbols refer to all subheadings following it.

These are the symbols and their meanings:

sa	See also. Refers you to related subjects that may be useful.
x	Forget this as a subject heading. It's a possible subject, and was listed because somebody might think of it, but it is not used in the Library of Congress system.
xx	A closely-related subject that is often more general than the main heading. A good heading to look under.
--	A subdivision of a main heading.

A page from the Subject Heading of The Library of Congress

Diving, Submarine *(VM981-9; Submarine construction, TC183)*
sa Bathyscaphe
Decompression (Physiology)
Divers
Diving-bells
Diving suits
Manned undersea research stations
Skin diving
Underwater demolition teams
Underwater exploration
Underwater welding and cutting
x Submarine diving
xx Divers
Ocean
Oceanography
— Equipment and supplies
xx Ocean engineering
— Juvenile literature
— Law and legislation *(Direct)*
xx Fishery law and legislation
Wreck
— Physiological aspects
x Physiological aspects of submarine diving
— Safety measures *(VM981)*
Diving-bells *(VM987)*
xx Diving, Submarine
Oceanographic submersibles
Diving suits
x Scaphanders
xx Diving, Submarine
Skin diving—Equipment and supplies
Divining-rod *(BF1628)*
sa Radiesthesia
Springs (in religion, folk-lore, etc.)
x Dowsing
Water witching
xx Divination
Folk-lore
Springs
Springs (in religion, folk-lore, etc.)
Water (in religion, folk-lore, etc.)
Water, Underground
Divinity of Christ
See Jesus Christ—Divinity
Division *(Arithmetic, QA115)*
xx Arithmetic
— Juvenile literature
— Problems, exercises, etc.
— Tables *(QA49)*
x Tables, Mathematical
xx Mathematics—Tables, etc.
Division of labor *(HD51)*
sa Machinery in industry
x Labor, Division of
xx Economics
Labor and laboring classes
Division of powers
See Federal government
Separation of powers
Division of words
See Syllabication
Divisionism
See Neo-impressionism (Art)
Divorce *(Direct) (HQ811-960)*
sa Alienation of affections
Alimony
Broken homes
Children of divorced parents
Desertion and non-support
Divorce suits
Divorcees
Legal cruelty
Marriage—Annulment
Remarriage
Separation (Law)
Trials (Divorce)
xx Ethics
Family
Husband and wife
Marriage
Marriage—Annulment
Marriage law
Separation (Law)
Social problems
Woman—Social and moral questions
— Anecdotes, facetiae, satire, etc.
— Biblical teaching *(HQ824)*
— Conflict of laws
See Conflict of laws—Divorce
— Costs
x Divorce costs
Example under Costs (Law)
— Domicile
See Domicile in domestic relations
— Juvenile literature
— Personal narratives
Divorce (Ancient law)
Example under Law, Ancient
Divorce (Canon law) *(HQ1024)*
sa Defender of the marriage bond
Marriage—Annulment (Canon law)
Separation (Canon law)
x Pauline privilege
Privilegium Paulinum
xx Marriage (Canon law)
Separation (Canon law)
Divorce (Canon law, Orthodox Eastern)
xx Marriage (Canon law, Orthodox Eastern)
Divorce (Hindu law)
Divorce (Islamic law) *(Direct)*
Divorce (Jewish law)
sa Agunah
x Jews—Divorce
xx Agunah
Divorce (Roman-Dutch law)
Divorce (Roman law)
Divorce (Yoruba law)
Divorce a mensa et thoro
See Separation (Law)
Divorce costs
See Divorce—Costs
Divorce from bed and board
See Separation (Law)
Divorce in literature
xx Social problems in literature
Divorce practice
See Divorce suits
Divorce proceedings
See Divorce suits
Divorce suits *(Direct)*
x Divorce practice
Divorce proceedings
xx Civil procedure
Divorce
Matrimonial actions
Divorce suits (Canon law)
Divorced persons
See Divorcees
Divorcees
sa Single-parent family
x Divorced persons
xx Divorce
Single-parent family
Single people
Single women
— Personal narratives *(HQ814-819)*
See Divali
Dixi, Custodiam (Music)
See Psalms (Music)—39th Psalm
Dixit Dominus (Music)
See Psalms (Music)—110th Psalm
Dixit injustus (Music)
See Psalms (Music)—36th Psalm
Dixmude, Battle of, 1914
See Yser, Battle of the, 1914
Dizziness
See Vertigo
Djaga language
See Chaga language
Djahmiyya
See al-Jahmīyah
Djarai
See Jarai
Djawara (African people)
See Diawara (African people)
Djedji dialect
See Fon dialect
Djimini (African people)
x Dyimini (African people)
Gimini (African people)
Jimini (African people)
xx Ethnology—Ivory Coast
Djiong
See Moso (Tribe)
Djirbal language
x Djirubal language
Dyirbal language
Tjirbal language
xx Australian languages
Djirubal language
See Djirbal language
Djo language
See Ijo language
Djore-Xikrin Indians
See Xikrin Indians
Djuka tribe *(F2431.N3)*
xx Ethnology—Surinam
DKW automobile
x Deke automobile
DL-ASEDC (Electronic computer system)
x Dynamic language-application system for the evaluation of data collections
xx Electronic data processing
DME
See Distance measuring equipment (Aircraft to ground station)
Dnepr computer
xx Electronic digital computers
Dnieper River Campaign, 1943
See World War, 1939-1945—Campaigns—Dnieper River
Dnipro computer
x UMShN computer
xx Electronic digital computers
Do 335 (Fighter planes)
See Pfeil (Fighter planes)
Do-it-yourself work
Do-it-yourself manuals in specific fields are entered under the name of the activity, *e.g.* House painting, Interior decoration.
xx Industrial arts
Do language
See Bini language
Dobermann pinschers *(SF429.P5)*
x Pinschers, Dobermann
— Legends and stories
Doblons
See Doubloons
Dobro *(ML1015-1018)*
xx Guitar
— Methods *(MT599.D6)*
Dobrudja in literature
Dobu language *(PL6621.D6)*
x Dobuan language
xx Papuan languages

Portion on next page.

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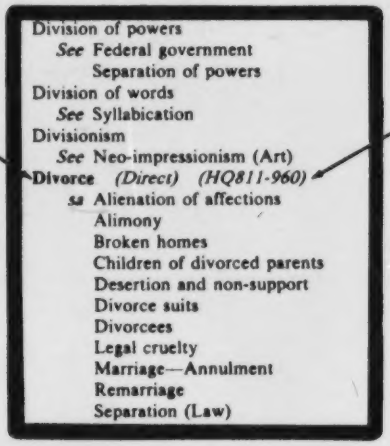
An Extract from Library of Congress Subject Headings

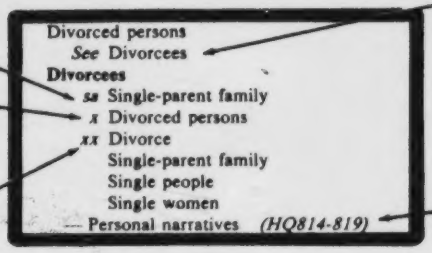
Below is an extract from LCSH to show you how it works:



Main headings in alphabetical order. They are in dark type, which means they can be used as subject headings. Those in light type are cross references to another heading.

These are the call numbers that books on divorce will be filed under. If all else failes, go to the shelves and look under HQ from 811 to 960.

sa means see also. The abbreviation refers to all the subheadings following the symbol. If you can't find enough under the subject heading "divorce," try here.



Means you won't find anything under "divorced person." See "divorcees."

x means there will be no subject cards filed under those headings. DON'T look under this heading.

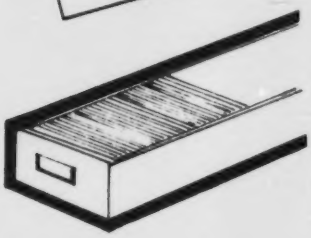
xx means these are very useful subject headings. All will be directly related; most will be more general.

You'll find books on this subject filed under "Divorce—personal narratives."

Because the Smith Library is a relatively small library, you won't find all the subjects in the book represented in the card catalog. But you will usually find a few.

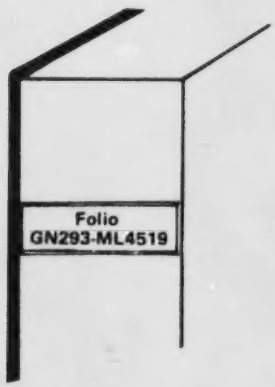
If you have trouble, ask the reference librarian for help.

1. Think of possible headings. Use the LCSH to help you if necessary.

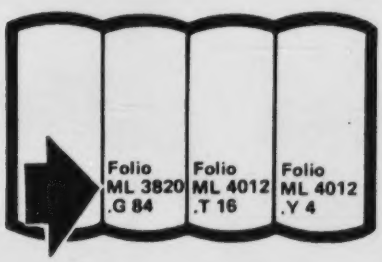


2. Look in the card catalog.

3. Copy the call number—all of it.



4. Go to the range on which the call number is written. The books on the shelf go from Folio GN 293 to Folio ML 4519.



5. Look along the shelves until you find the book. The call number will be written on the spine.

6. For other possible sources, look at books shelved near the one you are seeking. They will often be related to your subject. Look in the books' indexes to find where your subject is discussed.

SAMPLE QUESTIONS

The questions below are typical of those you will find in the examination on the card catalog. If you have difficulty with these, review all the materials provided. For further questions, see a reference librarian.

1. Refer to the page with LC Subject Headings on it. The term "Divining Rod" is_____the term Folk-lore.

   a. broader than
   b. narrower than
   c. related to
   d. a synonym for

2. Refer to LC Subject Headings page. Divorced Persons is a term which is used in the subject catalog.

   a. true
   b. false
   c. impossible to determine

3. Which of the following is the proper order for cards in the catalog?

A.	B.	C.
Brown roads, dirt roads	Browne, Paul	Brown roads, dirt roads.
Brownnosing Eng. 111W	Browning, Albert	Browne, Paul
Browning, Albert	Brownnosing Eng. 111W	Browning, Albert
Browne, Paul	Brown roads, dirt roads	Brownnosing Eng. 111W
Brown's Body	Brown's Body	Brown's Body

4. The title card for the book *Dr. Livingston in Africa* would be found in which tray?

a.
9 Title
CH-COS

c.
14 Title
DEV-DQ

b.
13 Title
D-DEU

d.
15 Title
DR-DUP

Name: _____

ACTIVITY 8: CARD CATALOG _____

Follow the instructions on this sheet and hand it to your English 111W instructor or to the librarian.

1. Write your research paper topic or (preferably) your research paper question:

   If you do not have a topic, ask your librarian for a temporary topic.

2. List at least 8 subject headings given in the LC Subject Headings:

   _____ _____

   _____ _____

   _____ _____

   _____ _____

3. About how many books did you find? _____.

   Would this be enough for a library paper? ☐ Yes ☐ No ☐ Too Many

4. Write the important information about *one* book, the one you feel would be the best to start your research with:

   Call Number Author Title

   _____

5. What is the number of the stack on which you found the book? _____.

6. Did a nearby book contain any information on this subject? If so, identify the book number:

   Call Number Author Title

   _____

Name: _____

ACTIVITY 4: CARD CATALOG _____

Instructions: Study the catalog card pictured below. Supply the correct information in the spaces provided.

How high is up.

KF374
.L6 **Loth, David Goldsmith,** 1899–
How high is up; modern law for modern man [by] David Loth & Morris L. Ernst. Indianapolis, Bobbs-Merrill [1964]
ix, 275 p. 22 cm.

1. Technology and law. I. Ernst, Morris Leopold, 1888– II. Title.

KF374.L6 340 64–15665
Library of Congress [7-1]

1. Author's Name _____
2. Call Number _____
3. Subject Tracings or Headings _____
4. Date of Publication _____
5. Title _____
6. Number of Pages _____
7. Publisher _____
8. Place of Publication _____

Answer True or False:

_____ 1. Tracings may direct you to other subjects.
_____ 2. Catalog cards are arranged alphabetically in the card catalog.
_____ 3. Author cards are usually filed by the author's last name.
_____ 4. If a book has a title card, it will not have an author card.
_____ 5. Books may have more than one subject card.
_____ 6. The call number is located on the spine of the book.

Name: _____

ACTIVITY 5_____

Instructions:

Use the Library of Congress Subject Headings volumes to find the correct heading for each topic listed below. Give the correct heading and then determine if the Library has the material on that subject by consulting the subject card catalog.

1	2	3
Galvanosurgery	Gallium organic compounds	CBR warfare
Coupling constants	High temperature metals	Amino acids
Heavy water	Food additives	Neoplasms
Cardiac arrest	Chemotherapy	Women scientists
Water chemistry	Marine chemistry	Revolving bodies

4	5	6
Radiometric spectrometer	Analytical chemistry	Tumors
Aniline	Drug therapy	Acid phosphate
Galvanic batteries	Heat failure	Liquid gases
Liquid helium	Molecular evolution	Sugar in the body
Chemical fires	Atomic explosions	Chemical additives in food

7	8	9
Chemical analysis of colors	Chemical engineering as a profession	Aniline
Heat resistant alloys	Metallic alloys	Thin layer chromotography
Acetic acid	Amino acids	Atomic power engineering
Chemical reagents	Aminoacetic acid	Wittig reaction
Chemical evolution	CBR warfare	Heavy Water

Do Only the Group Whose Number Appears Below

Group_____

TOPIC	SUBJECT HEADINGS	DOES LIBRARY HAVE MATERIAL?
1.		
2.		
3.		
4.		
5.		

Section 4

The Reference Collection

You will learn:

What a reference book is

What kinds of information can be found in reference books

How to use the reference collection

For additional help, see :

Your Reference Librarian

Browse through the reference collection

Filmstrip 433 (at the circulation desk)

But don't let your acquaintance with the reference collection stop when you are through with your research paper. If you learn how to use these books, you'll have a ready source of facts for other purposes.

HOW DO I FIND THE RIGHT REFERENCE BOOK?

It's not always easy to know which reference book contains just the facts you need. Before you can use these books efficiently, you have to know what kinds of reference books are available and what kinds of questions each book will answer. Each kind of reference book is designed to do specific things and do them better than any other kind.

At first you may have to ask the reference librarian to help you, and that's just fine. One of the true values of a reference librarian is guiding users to sources of information in the reference area. But you won't want to rely on the librarian forever. One thing you can do to become more familiar with the reference books is to browse through the reference area for a couple of hours. Sample some of the general reference works and then look at some of the others that are specific to a particular field.

Once you are familiar with the LC classification system used in the Smith Library, it is possible to go directly to the shelf where you suspect reference books might be shelved and browse through a few. For example, language dictionaries are shelved in the P's, pure science dictionaries in the Q's, and applied science dictionaries in the T's. However, depending too much on browsing can cause you to miss several sources.

Another way to find what you want is to use the card catalog and the LC Subject Headings. For example, suppose you are doing research in the general area of political science. If you look under that subject heading in the card catalog, you will find all the reference books dealing with political science. All reference books are stamped "Reference" above the call number.

WHAT ARE SOME EXAMPLES OF REFERENCE BOOKS?

As we've explained, there are so many kinds of reference books we can't begin to talk about them all. Following are listed a few of the most popular reference books, together with a description of each.

GENERAL REFERENCE BOOKS

Type	Use	Example
Dictionary	Gives information about words: meaning, spelling, history, etc.	*Webster's Third New International Dictionary of the English Language.*
Encyclopedia	Contains articles on subjects in various fields.	*Encyclopedia Britannica*
Index	Tells where information can be found.	*Index to Children's Poetry*
Yearbook	Presents the events of the past year. Often called an annual.	*China Yearbook*
Handbook	A small book containing miscellaneous items of information.	*Famous First Facts*

Call Number

Ref. PE 1625.W36

li·brary \'lī,brerē, -ˌb(r)ərē, -ˌbrē, -ri *also* -ˌber- *sometimes* -ˌbar-ē *or* -ˌbər-i\ *n* -ES *often attrib* [ME *librarie*, fr. ML *librarium & libraria*, fr. neut. & fem. respectively of L *librarius* of books, fr. *libr-, liber* book + *-arius* -ary — more at LEAF] **1 a :** a room, a section or series of sections of a building, or a building itself given over to books, manuscripts,

Ref. AE5.E363

Mormonism 12:442, formally CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS, a religion founded by Joseph Smith, Jr., in the United States in 1830. Proclaiming a new dispensation, the restoration of the priesthood and rituals of the "true church," and the eligibility for the attainment of deity by all Mormons, the Latter-day Saints, who originated in the mil-

Ref. PN 1023.B7

Flints
"An emerald is as green as grass." C. G. Rossetti. *RoS*
A flint. *BaT*
Flitting wave. Hilda Conkling. *CoSw*
"A **floating**, a floating." See A myth
The **flock** at evening. Odell Shepard. *StHm*
"A **flock** of crows high from the Northland flies." See Autumn

THE PRESIDENCY

Ref. DS777.53.C459

Premier Chiang Ching-kuo was elected President and Governor Shieh Tung-min Vice President by the sixth session of the National Assembly on March 21 and 22, 1978 respectively to their first term.

these powers are exercised in accordance with the provisions of the Constitution and the law.

Nominating Officials

With the consent of the Legislative Yuan, the President appoints president

Ref. AG5.K315

AUTOMOBILE ARREST

Automobilist jailed for speeding was sentenced August 28, 1904, to five days in the Newport County Jail, Newport, R.I., by Darius Baker, justice of the First District Court. This was a second offense as the speeder had been fined $15 and costs on August 21, 1904, for running his automobile between 15 and 20 miles an hour. (*Horseless Age—Dec. 14, 1904*)

Almanac	A collection of facts and statistics.	*Brewer's Dictionary of Phrases and Fable, The World Almanac and Book of Facts.*
Biographical Dictionary	A collection of short sketches of the lives of people.	*Who's Who in America*
Directory	Lists the names and addresses of persons, organizations, businesses, etc.	*Congressional Directory*
Gazeteer	Provides geographical information about places.	*Columbia-Lippincott Gazateer of the World*
Bibliography	A list of books about a certain subject.	*Books in Print.*

Ref. PN431.B65
Ref. AY67.N5W7

Flows of Largest U.S. Rivers

Source: U.S. Geological Survey (average discharges for the period 1941-70)
Ranked according to average discharge in cubic feet per second (cfs) at mouth

Rank	River	Average discharge	Length* (miles)	Drainage area	Most distant source	Maximum discharge at gauging station farthest downstream	Date
1	Mississippi	*640,000	*3,710	*1,247,300	Beaverhead Co., Mont.	2,080,000	2-17-37
2	Columbia	262,000	1,243	258,000	Columbia Lake, B.C.	1,240,000	Jun. 1894
3	Ohio	258,000	1,306	203,900	Potter Co., Pa.	1,850,000	2-1-37
4	St. Lawrence	*243,000	—	*302,000	———	*314,000	May 1870
5	Yukon	*240,000	1,770	327,800	Coast Mountain, B.C.	1,030,000	6-22-64
6	*Atchafalaya	183,000	135	96,105	Curry Co., N. Mex.	—	—
7	Missouri	78,300	2,533	529,400	Beaverhead Co., Mont.	892,000	Jun. 1844
8	Tennessee	*64,000	900	40,910	Bland Co., Va.	500,000	2-17-48
9	Red	*62,300	1,270	93,244	Curry Co., N. Mex.	233,000	4-17-45

Ref. E176.W642

CAMERON, COLIN CAMPBELL, pineapple co. and land devel. exec.; b. Paia, Maui, Hawaii, Feb. 2, 1927; s. J. Walter and Frances (Baldwin) C.; A.B., Harvard, 1950, M.B.A., 1953; m. Margaret Hartley, Aug. 25, 1951; children—Douglas, Richard, Margaret, Frances. Chmn., pres. Maui Land and Pineapple Co., Inc., 1969—; chmn., Kapalua Land Co., Inc. 1974—, Maui Pineapple Co. Ltd.; v.p., dir. Haleakala Ranch Co., Ltd., Haleakala Dairy, Inc.; pres., dir. Maui Pub. Co. Ltd.; dir. Bank of Hawaii, Hawaiian Electric Co., Inc., Maui Electric Co., Ltd. Vice pres., chmn. long-range planning com. J. Walter Cameron Center; bd. dirs., mem. exec. com. Lahaina Restoration Found., bd. dirs. Hawaii Resort Developers Conf., Maui Philharmonic Soc.; mem. State Tourism Adv. Com.; mem. exec. group Recreation Developers council Urban Land Inst. Served with USNR, 1945-46. Clubs: Pacific, Plaza, Maui Country. Home: Paia HI 96779 Office: Box 187 Kahului HI 96732

Ref. JK 1011

SENATORS

DANIEL KEN INOUYE, Democrat, of Honolulu, Hawaii; born in Honolulu September 7, 1924; A.B. degree in government and economics, University of Hawaii, 1950; J.D. degree, George Washington University Law School, 1952; majority leader, Territorial house of representatives, 1954–58; Territorial senate, 1958–59; enlisted as private, 442d Infantry Regimental Combat Team, 1943; battlefield commission, second lieutenant, 1944 served in France and Italy; retired captain, U.S. Army; Methodist; married the former Margaret Shinobu Awamura of Honolulu; one son, Daniel Ken Inouye, Jr.; elected July 28, 1959, to the 86th Congress; reelected to the 87th Congress; elected to the United States Senate November 6, 1962, for the term ending January 3, 1969; reelected November 5, 1968; reelected November 5, 1974, for the term ending January 3, 1981.

Ref. G103.L7

Lahaina (luhu'nú), coast city (pop. 4,025), W Maui, T.H.; important port, formerly for whalers, now for sugar export; early (1810–1845) ☉ Hawaiian Isls., until shift to Honolulu. First white settlement in Hawaiian Isls. Site of Lahainaluna School (established 1831).

Ref. Z279.P972

Samaritans of Molokai. facsimile ed. Charles J. Dutton. (Select Bibliographies Reprint Ser) Repr. of 1932 ed. 17.50 (ISBN 0-8369-5733-4). Arno.

Samaritans: Their Testimony to the Religion of Israel. J. Thomson. 1978. bds. bdg. 34.95. Gordon Pr.

Samarth Ramdas. S. S. Apte. 1965. 5.00x. Verry.

Samauri & the Long-Nosed Devils. Lensey Namioka. (gr. 6 up). 1979. pap. 1.25 (ISBN 0-440-97682-0, LE). Dell.

Samavedic Chant. Wayne Howard. LC 76-49854. (Illus.). 1977. 30.00x (ISBN 0-300-01956-4). Yale U Pr.

Sammlung Ausgewählter Kompositionen zu 4, 5 und 6 Stimmen. Josquin Desprez. Ed. by Robert Eitner & Raymund Schlecht. (Publikation aelterer praktischer und theoretischer Musikwerke Ser.: Vol. VI). (Illus., Ger., Lat.). 1967. Repr. of 1877 ed. 45.00x (ISBN 0-8450-1706-3). Broude.

Sammlung Prose Tron: Museion der Romanischen Kaiser. new ed. Ed. by Gilhofer LC 76-5572. (Illus., Ger.). 1975. pap. 12.50 (ISBN 0-915018-12-8). Attic Bks.

Sammlung Mittelalterlicher Weltkarten Italienischen Ursprungs. T. Fischer. 1986. text ed. 10.00x (ISBN 9-06041-020-3). Humanities.

SPECIALIZED REFERENCE BOOKS

There are many types of reference works for nearly every subject you can think of. In any field you are likely to find specialized books similar to the general reference books listed previously—specialized dictionaries, specialized encyclopedias, specialized handbooks, etc.

For example, in the field of science, the Smith Library has:

Encyclopedia of Science and Technology
A Dictionary of the Sciences
Who's Who in Science
The Weather Almanac

HOW DO I USE A REFERENCE BOOK?

Reference books are organized in many different ways and will therefore be used differently. If you find a reference book that looks as if it might answer a question you have, do the following:

1. Quickly glance over the introduction and look through the book.
2. Find out how the book is organized. Is it alphabetized by topic? Is it chronological?
3. See if there's an index. If so, use it.
4. See if you can understand the abbreviations or symbols. If not, look in the front pages.
5. Look at the date of publication. It may be too old for your topic.

Name: _____

Activity 6

REFERENCE EXERCISE

Instructions: Locate the following reference materials for your topic. Try to be as complete and specific as possible.

Topic: _____

1. General encyclopedia article:

   A. Title of encyclopedia _____
   B. Call Number _____ Year _____ Volume _____ Page(s) _____
   C. Does it include a bibliography? _____ YES _____ NO

2. Specialized encyclopedia article.

   A. Title of encyclopedia _____
   B. Call number _____ Year _____ Volume _____ Page(s) _____
   C. Does it include a bibliography? _____ YES _____ NO

3. Specialized dictionary that treats some aspects of the topic.

   A. Title of dictionary _____
   B. Call number _____ Year _____ Page(s) _____

4. Bibliography that treats some aspects of the topic.

   A. Title of bibliography _____
   B. Call number _____ Year _____ Page(s) _____

5. Biography of an important person associated with the topic.

   A. Name of person _____
   B. Title of biography _____
   C. Call number _____ Year _____ Page(s) _____

6. List 3 additional reference sources on your topic. Give title and call numbers only.

   A. Title _____ Call No. _____
   B. Title _____ Call No. _____
   C. Title _____ Call No. _____

Activity 7

USING THE REFERENCE COLLECTION

On the next few pages are 9 sets of questions that can be answered by using the reference collection. Answer the set of questions assigned to you, including titles of the reference books where you found the information. Then hand to your librarian. If you have problems, you are free to ask for help.

REFERENCE PROBLEMS Name: _____

1. What does "pharynx" mean in Greek? _____
   Source of information: _____
2. Where is Texas Wesleyan College located? _____
   Source of information: _____
3. Who was Nicholas of Damascus and when did he live? _____
   Source of information: _____
4. What two colors make up Monaco's flag? _____
   Source of information: _____
5. What nationality is the movie star Sean Connery and when was he born? _____
   Source of information: _____

REFERENCE PROBLEMS Name _____

1. For what is William Le Baron Jenney, the architect, famous? _____
   Source of information: _____
2. What is the highest temperature ever recorded in the U.S.? _____
   Source of information: _____
3. Approximately how many languages are spoken by American Indians? _____
   Source of information: _____
4. What author and which book won the Pulitzer Prize in Fiction in 1948? _____
   Source of information: _____
5. Where can you find information on disciplinary techniques in the classroom? _____
   Source of information: _____

REFERENCE PROBLEMS Name _____

1. How many square miles and square kilometers does the Yukon Territory have? _____
   Source of information: _____
2. How long and wide is the Dead Sea? _____
   Source of information: _____
3. In what film did the American Actor Burgess Meredith make his debut? _____
   Give title and year _____
   Source of information: _____
4. When was the Pergamene School of sculpture active? _____
   Source of information: _____
5. What is thallium? _____
   Source of information: _____

REFERENCE PROBLEMS Name _____

1. When did Eduard Magnus, prominent German Jew, live and die? _____
   Source of information: _____
2. What is meant by "Silver point" in art? _____
   Source of information: _____
3. Give the scientific notation for Glauker's Salt. _____
   Source of information: _____
4. Who wrote the children's classic *Pinnocchio* and when was it first made into a Walt Disney movie?
   _____
   Source of information: _____
5. When was the Haymarket Theater in London built? _____
   Source of information: _____

REFERENCE PROBLEMS Name _____

1. What is the mailing address of Osmania University and when was it founded?
   _____
   Source of information: _____
2. Where is the city of Maribor located? _____
   Source of information: _____
3. What is the population of Sleepy Eye, Minnesota? _____
   Source of information: _____
4. What year was the Leveller movement suppressed in England? _____
   Source of information: _____
5. Who was Marie-Martin Marin and what musical instrument did she play? _____
   Source of information: _____

REFERENCE PROBLEMS Name: _____

1. In geology, what is an "otolith?" _____
   Source of information: _____
2. Who was Reginald Pole? When did he die? _____
   Source of information: _____
3. Who was the US chess champion from 1909 to 1939? _____
   Source of information: _____
4. In what city of Kentucky is Alice Lloyd College located? _____
   Source of information: _____
5. What is the population of Reims, France? _____
   Source of information: _____

REFERENCE PROBLEMS Name _____

1. What is the emergency treatment for oleander poisoning? _____
   Source of information: _____
2. Describe the process called "ganosis" in stone sculpture. _____
   Source of information: _____
3. What is the formula for the volume of a cylinder? _____
   Source of information: _____
4. When did the Jacobean Age of British Literature begin and end? _____
   Source of information: _____
5. You are interested in applying for a grant or fellowship in marine biology offered by the Hebrew University of Jerusalem. When is the closing date for applications? _____
   Source of information: _____

REFERENCE PROBLEMS Name _____

1. How deep is Lake Tahoe? _____
   Source of information: _____
2. What are some of the nicknames given to Nevada State? _____
   Source of information: _____
3. The name Vanderbilt is usually associated with what two American industries? _____
   Source of information: _____
4. Colleen Browning is a contemporary American artist born somewhere in Europe. Give her birthplace. _____
   Source of information: _____
5. What is the emergency treatment for oleander poisoning? _____
   Source of information: _____

REFERENCE PROBLEMS Name _____

1. Who coined the literary term "Lost Generation" and when? _____
   Source of information: _____
2. Does Colorado State Univeristy offer a Master's Degree program in Fisheries Biology? _____
   Source of information: _____
3. How long is the Susquehanna River? _____
   Source of information: _____
4. What does the term "Lapse Rate" have to do with geography? _____
   Source of information: _____
5. What year did Ilya M. Frank receive a Nobel Prize in Physics? _____
   Source of information: _____

Section 5

Periodical and Newspaper Indexes

You will learn:

How to use a periodical index

How to use a newspaper index

How to find a periodical or a newspaper article in the Smith Library

For additional help, see:

Videotape:"Periodical Indexes"

Independent Study Guide: Periodical Indexes

PERIODICAL INDEXES

Thousands of periodicals and millions of articles are published in the United States every year, on every subject you can think of. That astronomical figure doesn't even include periodicals published in foreign countries!

The question then is twofold: (1) How can you sift through the millions of articles to find information on your subject? and (2) Once you have located an article, how do you find it in the Smith Library?

Fortunately, you will discover that there's an ingenious system set up, which is not hard to use once you get the hang of it.

WHAT IS A PERIODICAL?

Before we go any further, perhaps we'd best explain what we mean by "periodical." A periodical is another name for magazine or journal—a publication that comes out at regular intervals. There are popular magazines for the general reader, like *Time, Outdoor Life, Seventeen, Modern Photography,* and *Consumer's Reports.* There are also scholarly journals related to special subjects or professions. The articles published in these journals are usually longer and more technical.

There are several good reasons why you might want to use periodicals as sources of information for your research paper. Because periodicals appear frequently, they can give information on current topics. A book, on the other hand, may take a year or two to be published. Also, magazine articles are usually short and more specific and will therefore focus in on the subject faster. Finally, if you need different viewpoints on a subject, it will often be easier to find them in magazine or journal articles.

WHAT IS A PERIODICAL INDEX?

There are so many periodical articles that it would be impossible to find any on specific subjects without some kind of help. The periodical index is designed to help readers locate magazine and journal articles on specific subjects. This index is a large book which contains an alphabetical listing of subjects and authors that can be found in periodicals. It helps you find periodical articles in about the same way the card catalog helps you find books. There will be a separate volume for each year and unbound pamphlets indexing very recent periodicals.

There are many, many periodical indexes; the most important index for you to understand to begin with is the *Reader's Guide to Periodical Literature,* which indexes popular magazines like *Newsweek* and *Better Homes and Gardens.* Once you understand *Reader's Guide,* you will want to explore other indexes, all of which work basically like the *Reader's Guide.*

HOW DO I USE THE READER'S GUIDE?

On the opposite page is a column from *Reader's Guide.* We'll briefly explain how it works. You may have a little trouble at first because the editors, to conserve space, have used many abbreviations. You can always find out what these mean by turning to the front pages of the index. These introductory pages also contain an explanation of how to use the index.

The *Reader's Guide* usually indexes articles two ways: according to the author or subject. Of course, you will use the subject headings most frequently. After each subject you will usually find the following information in this order:

1. The title of the article.

2. The author of the article.
3. Special notes about the article (illustrations, portraits, etc.).
4. Title of the periodical.
5. Volume number, page number, date (volume number always comes *before* the colon, page number after.)

For example, the starred entry on the opposite page reads:

In style; T. Porter's designs. H. Shapiro. il
por People 9:70-1 Ja 9 '78

This entry tells us that H. Shapiro is the author of an article entitled "In Style; T. Porter's Designs." It appeared on January 9th, 1978, in *People* magazine, volume 9, pages 70 and 71. The article includes an illustration and a portrait.

An Excerpt from *Reader's Guide*

FASCISM
Neo-Fascist threat. E. Henry. il Atlas 25:43 Jl '78
See also
National Socialism

Italy
Mussolini and the Munich Putsch. M. Palumbo. bibl il Intellect 106:490-2 Je '78

United States
Danger of middle-American fascism. D. Vree. il Intellect 106:433-5 My '78
Political machine. R. D. Linder. por Chr Today 22:16-17 Ja 27 '78
Seeds of fascism; views of Dale Vree. il Hum Behav 7:49 N '78
See also
Nazis in the United States

FASHION
Big fashion story. R. Alan. New Leader 61:13 O 9 '78
Dream clothes. il Horizon 21:64 Je '78
Fall fashions: glamour makes a comeback. F.-M. Adler. il N Y 11:57-65+ Ag 28 '78
Favorites from all over. Vogue 168:88 D '78
Getting into the new fashions. il Redbook 151: 101-9+ S '78
In style: fashion director, E. Saltzman. S. P. Clurman. il pors People 10:73-4 N 13 '78
• In style: T. Porter's designs. H. Shapiro. il por People 9:70-1 Ja 9 '78
Macho Pucci look. M. Knox. Atlantic 242:82-3 S '78
On and off the avenue. K. Fraser. New Yorker 54:61+ Je 19; 159-63 N 6 '78
People in fashion are talking about...what's coming (cont of) People are talking about... fashion. See issues of Vogue
Reflections. K. Fraser. New Yorker 54:87-8+ Mr 13 '78
What's going on: fashion. il Mademoiselle 84:44+ My; 22+ Je '78
Why not the West? Range-style dressing takes over. K. Madden. Vogue 168:152+ S '78
See also
Clothing and dress
Costume
Costume design
Dress accessories
Hairdressing

History
See also
Clothing and dress—History

FASHION as a profession
Super jobs. il Harp Baz 112:142-9 N '78

FASHION industry. See Clothing industry

FASHION models. See Models (persons)

FASHION photography. See Photography, Fashion

FASHION shows
Backstage: M. McFadden's spring collection. New Yorker 54:39-40 D 4 '78
Big shoulders: fall ready-to-wear presentations in Paris. S. C. Cowley and E. Sciolino. il Newsweek 91:73+ Ap 24 '78
Body is back; spring collections. D. Weathers. il Newsweek 92:92-3 N 27 '78
Fashion and show biz in France; ready-to-wear shows. il Time 111:88 Ap 24 '78
Forty-five; National Fashion & Boutique Show. New Yorker 54:23-4 Je 19 '78
Italian look; spring collections. D. K. Shah and others. il Newsweek 92:130-7 O 23 '78
It's springtime in Paris. il Time 111:80-1 F 6 '78
Paris couture: will it make a difference? G. Mirabella. Vogue 168:98+ O '78
Paris is yesterday; ready-to-wear clothes for spring. J. Duka. il N Y 11:111-14+ N 13 '78
Shaping up for next spring. C. Donovan. il N Y Times Mag p 134-9 N 26 '78

FASSBINDER, Rainer Werner
Seeking planets that do not exist. G. Clarke. il pors Time 111:51-3 Mr 20 '78 •

FASSEL, Velmer A.
Quantitative elemental analysis by plasma emission spectroscopy. bibl il Science 202:183-91 O 13 '78

Main Heading

Sub-Heading (This article will be about Fascism in Italy)

For a complete explanation of this entry, see opposite page.

Cross references. (Other subjects dealing with fashion you can look up.)

This subject heading tells you that the article is *about* a person.

This is an author heading. Fassel wrote this article. You can distinguish it from a subject heading (like that above) because no other author is given.

WHAT PERIODICALS DOES THE SMITH LIBRARY HAVE?

The Smith Library cannot subscribe to all the magazines and journals published today, but it carries a large number—about 1,000. They can be found in three forms, each of which is stored in a different area on the second floor.

Current Periodicals:	These are periodicals published during the current year, which you can find arranged alphabetically by title.
Bound Periodicals:	Periodicals over a year old, bound in book form and shelved alphabetically by title.
Microfilmed Periodicals:	Many periodicals over a year old are recorded on microfilm and arranged alphabetically by title in the microforms cabinet. You will need to use a special microfilm reader for these.

The Smith Library has a handy reference work that can tell you quickly which periodicals the library has and where they can be found. This is the *BYU—HC Periodical Catalog*, which you can find on the second floor index tables.

The *Periodical Catalog* lists the journals and periodicals in alphabetical order by title. Under each title, it gives the following information:

1. Call number, according to the Library of Congress system. You usually won't need this number.
2. The form of the periodical: that is, whether the periodical is bound or on microfilm. (Remember, *all* periodicals during the current year will be in soft-cover individual copies, just as they are mailed.
3. Inclusive dates indicating which issues are in the library.
4. Frequency of publication.

Opposite is a portion of a listing, together with an explanation.

An Excerpt from BYU—HC Periodicals Catalog

Journal of Secondary Education	Title of periodical.
Bound: 1961-63	The library has all issues from 1961 to 1963. They are bound and stored on the second floor.
Cont'd by: Thrust	The title was changed to *Thrust.* Check in the catalog for later issues under that title.
Freq: Bi-monthly	The journal comes out once every two months.
Journal of Systems Management	
Micro: 1977-	The library has all issues from 1977 to the present. They are on microfilm.
Freq: Monthly	(The dash after 1977 means the library still receives each new issues of the periodical.)
Journal of Taxation	
Bound: 1977-	The library has all issues from 1977 to the present. They are bound.
Freq: Monthly	
Journal of Teacher Education	
Bound: 1967-74	The library has all issues of the journal from 1950 to the present. All of these are on microfilm. We also have bound copies of issues dating from 1967 to 1974.
Micro.: 1950-	
Freq: Quarterly	

You are not allowed to check out periodicals, but you can have copies made of the pages you need—even copies of articles on microfilm.

HOW DO I FIND A PERIODICAL ARTICLE?

To locate a periodical article that will be useful, you usually have to go through several steps.

1. Think of a logical subject to look under. The *Subject Guide to Reader's Guide* will help you. It is located next to the *Reader's Guide.*

2. Look in a periodical index for articles on that subject.

3. Copy down the important information on your bibliography card (you will need all of this information for your bibliography and footnotes.)

4. Check the periodicals catalog. Determine whether the issue is bound or on microfilm.

Example

If your topic concerns fad diets, you would look under "Dieting" or "Nutrition." Sometimes you have to try several subject headings before you find the right one.

Bibliography Card

Frank, A and Frank, S.
"Fasting for Weight Control: Liquid Protein Diet" Mademoiselle 84 (July, 1978) 48.

Mademoiselle
Micro: May 1964-
Freq: Monthly

5. Depending upon what the Catalog tells you, go to the location.

Because the Periodical Catalog tells you that the issue is on microfilm, go to the second floor, microforms area, and look in the correct microfilm cabinet.

If the periodical is a current issue (within the present year), go to current periodicals, level 2.

If on microfilm, go to microforms area. These are filed alphabetically by title.

If bound, go to bound periodicals area, level 2. These are filed alphabetically by title.

6. Take the film to microfilm reader and find the correct page.

If you still have trouble, see the reference librarian.

WHAT OTHER PERIODICAL INDEXES WILL I NEED TO USE?

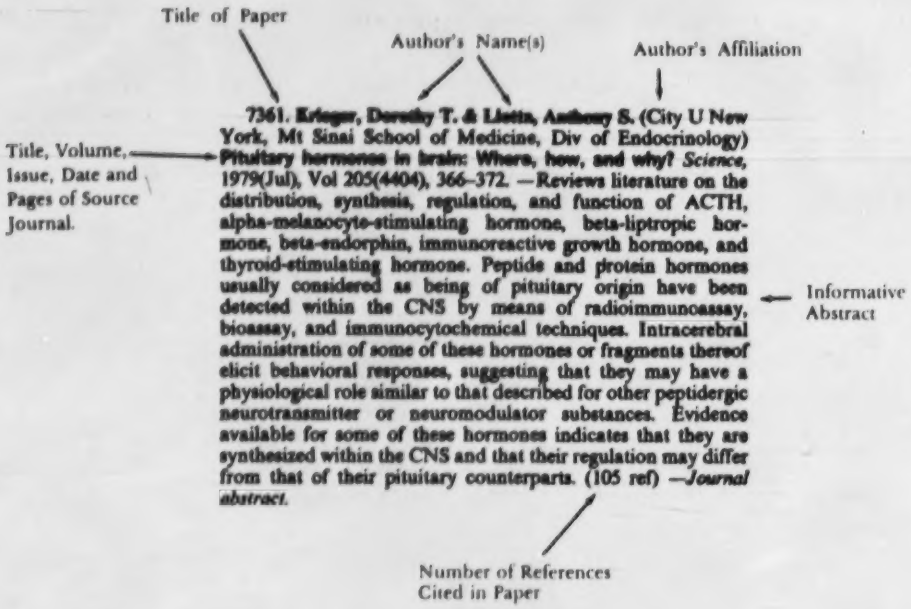
Although it's usually wise to begin research with *Reader's Guide* so that you can get a general picture of your topic, you will usually want to proceed to specialized indexes. Specialized indexes will enable you to find much more reliable and scholarly information. To find which ones to investigate, use a little common sense and try a few that seem logical. It doesn't take very long to look. For example, if you are interested in interior decorating, you probably will find that many indexes will have articles on the subject.

Here are just a few of the most important specialized indexes.

Title	Subjects Treated
Applied Science and Technology Index	Aeronautics, physical sciences, engineering.
Art Index	Archaeology, architecture, art history, interior decorating, photography.
Biological and Agriculture Index	All subjects from agriculture chemicals through zoology.
Business Periodicals Index	Accounting, business, taxation.
Education Index	All facets of education.
Social Science Index	Anthropology, economics, environmental science, geography, law and criminology, medical sciences, political science, psychology, public administration, and sociology.
Humanitiex Index	Archaeology, folklore, history, language and literature, performing arts, philosophy, religion, and anthropology.
Music Index	All forms of music.

ABSTRACTS

Some specialized indexes not only give bibliographic details but also include a short summary of the article called an "abstract." You will soon discover that abstracting indexes are quite different from periodical indexes. To use, check the instructions in the preface or see a librarian. Below is an example of an abstract.


Title of Paper
Author's Name(s)
Author's Affiliation
Title, Volume, Issue, Date and Pages of Source Journal.
Informative Abstract
Number of References Cited in Paper

7361. Krieger, Dorothy T. & Liotta, Anthony S. (City U New York, Mt Sinai School of Medicine, Div of Endocrinology) Pituitary hormones in brain: Where, how, and why? *Science*, 1979(Jul), Vol 205(4404), 366–372. —Reviews literature on the distribution, synthesis, regulation, and function of ACTH, alpha-melanocyte-stimulating hormone, beta-liptropic hormone, beta-endorphin, immunoreactive growth hormone, and thyroid-stimulating hormone. Peptide and protein hormones usually considered as being of pituitary origin have been detected within the CNS by means of radioimmunoassay, bioassay, and immunocytochemical techniques. Intracerebral administration of some of these hormones or fragments thereof elicit behavioral responses, suggesting that they may have a physiological role similar to that described for other peptidergic neurotransmitter or neuromodulator substances. Evidence available for some of these hormones indicates that they are synthesized within the CNS and that their regulation may differ from that of their pituitary counterparts. (105 ref) —*Journal abstract.*

Titles of some abstracts in the library:

Abstracts for Social Workers
Abstracts of English Studies
Abstracts on Tropical Agriculture
Biological Abstracts
Child Development Abstracts and Bibliography
Historical Abstracts
Language Teaching and Linguistic Abstracts
Physics Abstracts
Psychological Abstracts
Sociological Abstracts

NEWSPAPERS

Newspapers are the most valuable resources of details and opinions on daily happenings in the world of politics, national or international events, and so on. In addition, newspapers, especially large ones, contain information and reports on a large number of general subjects.

WHAT NEWSPAPERS ARE FOUND IN THE SMITH LIBRARY?

The Smith Library now has about 50 newspapers. Because newspapers are too bulky to store, they are copied on microfilm. You may obtain them in much the same way you obtain periodical articles on microfilm.

ARE NEWSPAPERS INDEXED?

Several indexes are available to help you with newspaper research. Five indexes which you should know how to use are:

Name	Main Uses
1. *The New York Times Index*	International Coverage
2. *The Wall Street Journal Index*	Business and Economic News
3. *Index of the Christian Science Monitor*	National Coverage
4. *Index to the Honolulu Advertiser and Honolulu Star-Bulletin*	Local Coverage
5. *NewsBank*	National coverage of editorial or essay-type articles.

Most newspaper indexes are somewhat similar in purpose and format. *NewsBank,* however, differs greatly.

WHAT DO NEWSPAPER INDEXES CONTAIN?

Even though newspaper indexes differ in organization, they usually contain the same kinds of information:

1. Subject
2. Title
3. Date
4. Section number, page number, and sometimes column number.

Extracts from Newspaper Indexes

Below are samples from four of the indexes listed above. Remember, if you don't know how to use them, turn to the front pages.

New York Times Index

HAVOC, June
Article on Cannon Crossing, Conn, where Havoc keeps animals and pays for their upkeep with several boutiques and antique shops; illus (M), Je 14,II,2:4
HAVRISKO, Andrew. See also Glassware, D 9
HAWAII
Govt officials and residents wonder, as state approaches its 20th anniv, whether growth has been good or should be curbed; population has jumped from 600,000 in '59 to estimated 910,000, and gen fund revenues have increased from $130.1 million in '61 to estimated $700 million; gross state product has increased 500% since '59 to $7.5 billion (M), Ja 21,48:1
Census Bur selects state for inclusion in 'tract' program, under which state will be broken down into study areas of 4,000 people; data collected will be compared with information collected during '70 census; results will be given to state and city planners (S), F 19,II,2:5

The Wall Street Journal Index

LIECHTENSTEIN
The principality of Liechtenstein proposed laws for more stringent controls on tens of thousands of so-called 'mailbox companies,' which have blemished the reputation of this small state of 24,000 people. 4/6-23;4

Hospital Corp. of America said it was threatened with a suit by Assem Establishment, a Liechtenstein firm, for stopping legally questionable foreign payments over which the SEC sued it last year. 4/10-18;3

LIE DETECTORS
(*see* **Polygraphs**)

LIFE-EXPECTANCY
(*see* **Demography**)

LIFSON, THOMAS
Managing Without Lawyers: Article by Thomas Lifson, an instructor at the Harvard Business School, who writes of the Japanese style of using fewer lawyers in business transactions. 9/24-30;3

Index to the Christian Science Monitor

ANNUAL 1975 - PAGE 234

	ALL EDITIONS
MILITARY, U.S. (CONT.)	
SEX DISCRIMINATION FIGHT FOR WOMEN ARMY CIVILIANS	MY 1- [illegible]
SINAI N U.A. EARLY-WARNING STATION IN SINAI?	N 10- 2-1
U.S. TEAM IN SINAI ON PEACE PLAN	O 8- 4-1
N AMERICANS VOLUNTEER FOR SINAI TRUCE MONITOR JOBS	O 10- 2-3
SOUTHEAST ASIA U.S. STILL MAJOR FORCE MW JU 9- 2-1 W JU 2-11-1 E JU 6-10-1	
SPACE MILITARY RIVALRY IN SPACE GROWS DESPITE JOINT FLIGHT P	JY 14- 1-4
SPAIN NEW U.S. DEAL WITH SPAIN? (WELLES)	JA 8- [illegible]
N VIETNAM AFTERMATH, SPAIN GROWS COOLER TO U.S. BASES	MY 2- 6-1
N SEVENTH ROUND OF TALKS ON U.S. BASES STARTS	JY 1- 2-[illegible]
SPAIN'S 'PRICE' FOR U.S. DEAL ON BASES SEEMS HIGH	JY 7- [illegible]
N U.S. SPANISH TALKS ON BASES RENEWAL	AU 19- 2-[illegible]
N U.S.-SPAIN CONFER ON U.S. BASES	S 17- 2-[illegible]
SPAIN GAINS LITTLE IN TALKS WITH U.S. ABOUT BASES	S 22- 6-1

Index to the Honolulu Advertiser and Honolulu Star-Bulletin

SURFING
Corey Whitlock takes 1st place in 3rd annual Menehune Surfing Tourney S&A10/21/79 I8
Dane Kealoha heads world wide entries for 15th annual Duke Kahanamoku Haw Surfing Championship S11/8/79 E3
Jericho Poppler of Calif wins Offshore Women's Masters meet A12/7/79 E8
Australians L Blair & M Richards win Offshore Masters Surfing Contest at Pipeline & Duke Kahanamoku Hawn Surfing Classic at Sunset A12/11/79 C6 S12/11/79 C1
Mark Richards, 22 yr old Australian, wins Hawn Tropic Men's World Cup Surfing Championships S&A12/16/79 J1
Lynne Boyer of Kailua wins Hang Ten Women's World Cup of Surfing A12/20/79

HOW DO I USE THE NEWSBANK?

NewsBank is a current reference service in the field of urban and public affairs. It indexes more than 190 newspapers in the United States. Each month, *NewsBank* gathers articles on thirteen subjects and reproduces them on microfiche. The subjects range from "Business and Economic Development" to "Welfare and Poverty." You can find massive amounts of current information and comments in the thirteen broad subject areas of *NewsBank*.

The Subject Areas are:

Business and Economic Development
Consumer Affairs
Education
Employment
Environment
Government Structure
Health
Housing and Urban Renewal
Law and Order
Political Development
Social Relations
Transportation
Welfare and Poverty

To locate a *NewsBank* microfiche, you need three pieces of information:

1. Date: Month and Year.
2. Subject Folder's Name (Health, Political Affairs, Transportation, etc.).
3. Complete fiche number (such as 67:A5. This means the article will be found on fiche number 67, row A, page 5).

All other bibliographic information (title of newspaper, author, date) will be found on the microfiche frame.

SAMPLE TEST ITEMS

_____1. Your topic of research deals with tropical aquaculture. Which would probably be your best index?
- a. Biography Index.
- b. MLA Bibliography.
- c. Business Index.
- d. Biological Sciences Index.

_____2. Current periodicals are arranged:
- a. According to LC classification number.
- b. Downstairs with the books on the same subject.
- c. Downstairs with newspapers.
- d. According to title (alphabetically).

_____3. Where would you expect to find a current issue of the *Honolulu Advertiser* (newspaper)?
- a. In the Pacific Islands Collection.
- b. At the circulation desk.
- c. In the current periodicals area on the second floor.
- d. In the pamphlet file.

_____4. Where would you expect to locate a 1976 issue of *Newsweek*?
- a. On the current periodical shelves.
- b. On Microfilm.
- c. In the bound periodicals section.
- d. Either b or c.

Name: _____

Activity 8

READER'S GUIDE EXERCISE

Find one periodical article related to your topic. Fill in the information in the blanks. You will need to use a periodical index and the *BYU—HC Periodicals Catalog*. (If your topic does not lend itself to the use of periodicals, see your library instructor.)

Topic: _____

Title of Index you looked in: _____

Entry:

Author: _____

Journal Article: _____

Date: _____ Volume: _____ Issue No. (If Any) _____ Page _____

Where is the article located? (It will be found in only one of the following places.)

_____ Bound Periodicals

_____ Microfilm

_____ Current Periodicals

Name: _____

Activity 9

NEWSPAPER INDEX EXERCISE

Find one newspaper article related to your topic. (If your topic does not lend itself to the use of newspapers, see your library instructor.) Fill in the information in the spaces below:

Topic: _____

Name of Newspaper: _____

Title of Article: _____

Date: _____ Page: _____ Column (if any): _____

NEWSBANK EXERCISE

(Use the same topic as above.)

Name of folder: _____

Date (Month)_____ Year_____

Microfiche Number: _____ Row _____ Page _____

Name of Newspaper: _____

Title of Article: _____

Date of Article: _____ Page _____ Column (if any): _____

Section 6

Microforms

You will learn:

What microforms are

How to locate and read microforms

The titles and content of major microform collections

For more information, see:

"Independent Guide to Micromedia"
(Obtain at circulation desk)

MICROFORMS

Imagine storing a hundred books in a recipe file. . . or holding a month's issues of the *New York Times* in the palm of your hand! This miracle is made possible by microphotography, which means recording the pages of reading materials on film and drastically reducing their size.

Until a few years ago, the Smith Library concentrated its efforts, money, and space on traditional bound volumes. But with the explosion of knowledge and the accompanying increase in written materials, we have neither the space nor the money to house all of the printed materials we need. As many libraries are finding, the answer to this problem is microforms. Because so much of the material in the Smith Library is on microforms, you need to understand more about this medium.

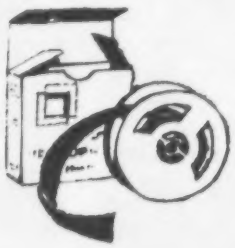
You have already obtained some experience with microforms in Section 5, where you read periodicals and newspapers on microfilm. This section will further explain the subject of microforms and introduce you to several important special collections.

WHAT ARE MICROFORMS?

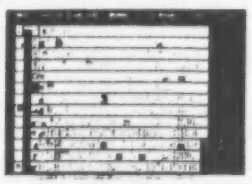
Microforms, sometimes called micromedia, are printed materials that have been photographically reduced on film. Anything you can find on a printed page can be put on microforms—books, periodicals, newspapers, pamphlets, maps, pictures, musical scores, and so forth. You have to use a special machine to read microforms.

There are three kinds of microforms:

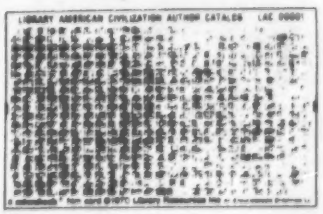
1. Microfilm. Photographic reductions of printed materials on rolls of film.



2. Microfiche. Photographic reductions or printed materials on flat sheets of film. Each microfiche contains many frames which together reproduce an entire article or book.



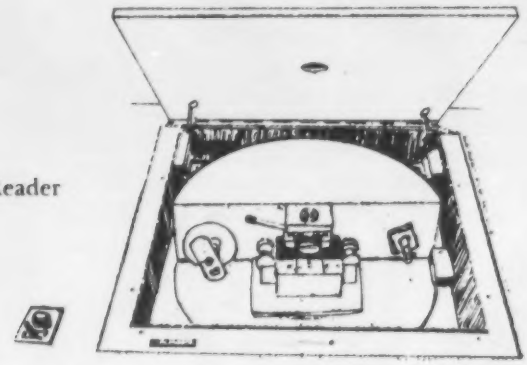
3. Ultrafiche. Ultrafiche are similar to microfiche, except that the sheets of film are smaller and the print is much reduced.

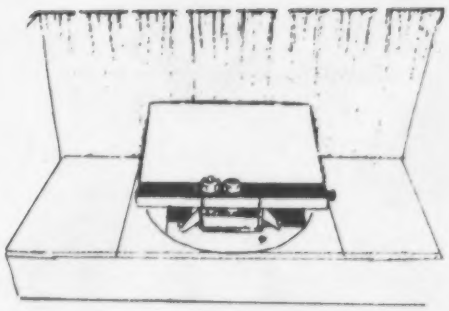


HOW DO I READ MICROFORMS?

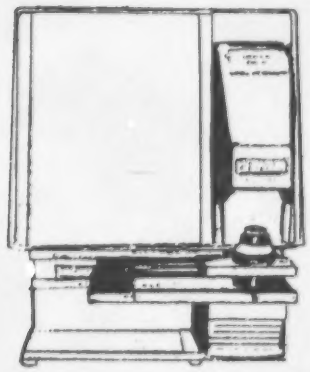
The library has 21 machines designed to read microform. Each type of microform requires a special machine or reader. There are 12 readers for microfilm, 8 for microfiche, and 1 for ultrafiche. In a pinch, you can use the microfiche machines for reading ultrafiche, but the print will be very small.

Microfilm Reader





Microfiche Readers

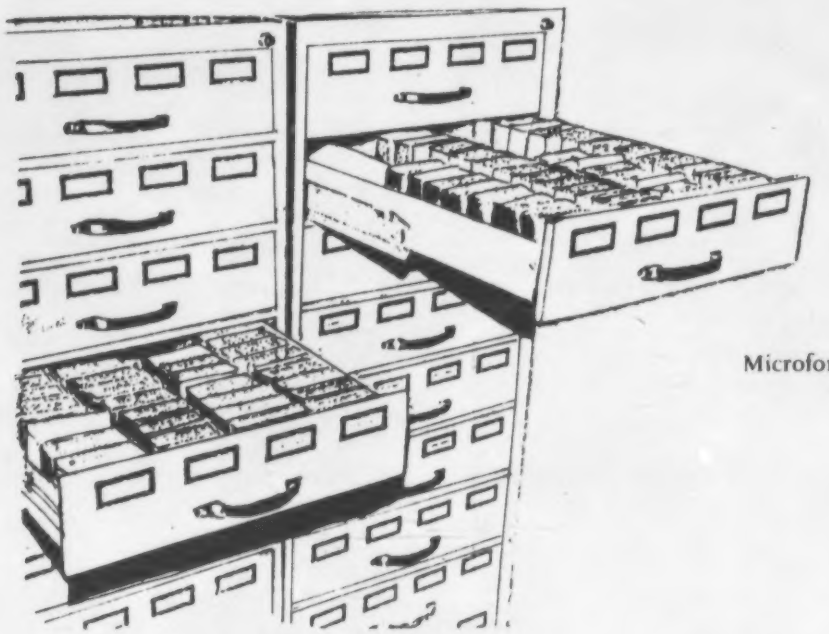


Of course, it's more convenient to read from a book or magazine than from a microfilm reader, but it will become easier for you as you become accustomed to it. Anyway, the advantages of having a large collection of materials greatly exceeds the minor inconvenience of having to use a machine.

If you want a paper copy of an important page, you can obtain one for 10¢.

WHERE ARE MICROFORMS STORED?

All microforms are stored in large metal filing cabinets located on the second floor. The drawers are sectioned off according to the types of materials contained in them. About half of the drawers contain periodicals and newspapers arranged in alphabetical order by title. The others store microforms belonging to special collections. Each collection has its own system or arrangement and identification. You can find printed sheets explaining each of these systems on top of the microform cabinets.



Microform Cabinets

WHAT MATERIALS ARE STORED ON MICROFORMS?

The Smith Library has an extemely large collection of materials on microform. That collection is expanding every day. Some of the materials you are already familiar with; other special collections will probably not be so familiar. The chart below summarizes these materials.

STANDARD MATERIALS

Type or Title	Description	How to Use	Form
Periodicals	Magazines or journals that have been reproduced photographically. Although some being recorded on microfilm.	Refer to a periodical index for the specific articles. Then refer to the periodical catalog to see if the periodical is on microfilm.	Microfilm
Newspapers	Daily or weekly news publications. All but current copies are on microfilm.	Refer to newspaper index.	Microfilm
Government Documents	Publications of the US Federal Government.	Refer to the *Monthly Catalog*.	Microfiche

SPECIAL COLLECTIONS

The Smith Library is fortunate to subscribe to several excellent collections on microform. Each deals with a fairly limited subject area and is organized according to its own system. However, once you know how to use the system, you can use it in any other research library in the world.

Depending upon the nature of your research topic, you may or may not need to use these. As you progress in your education, you may find one or more of them invaluable. For help in using any of them, see your reference librarian.

Type or Title	Description	How to Use	Form
Pacific Island Collection	A portion of the Pacific Islands collection is on microform.	Consult Pacific Islands Catalog or main card catalog.	Microfilm and microfiche.
Pacifc Manuscripts Bureau collection (PMB)	Part of Pacific Islands Collection, important materials on the Pacific Islands.	Consult (1) Pacific Islands Subject card catalog, (2) PMB, PMB document index (a red folder kept on Index Tables).	Microfilm
Mormonism	Part of the Mormonism collection is on microfilm, principally early Church periodicals: *Millennial Star*, etc.	Consult main card catalog.	Microfilm
NewsBank	A bank of news articles from 190 US newspapers. These are clipped, catalogued and indexed according to subject, useful for current subjects. (See Section 5.)	Consult NewsBank Indexes on index tables. To locate a Newsbank article you will need (1) date, (2) subject folder's name, (3) complete fiche number.	Microfiche
HRAF: Human Relations Area Files	Contains a vast number of information on ethnic groups and cultures. Each culture has been broken down into 700 subject categories. Useful for students of history and anthropology.	To use consult these indexes: (1) *Outline of World Cultures*, (2) *Outline of Cultural Materials*. Also, see the written explanation found on the microfiche cabinet (one gives you the country, the other a subject code.) Also, books in this collection are listed in the card catalog.	Microfiche
ERIC: Education Resources Information Center	Contains over 200,000 reports in the field of education. Useful for student in fields of elementary and secondary education.	Consult 2 indexes, located on the index tables. Study the written explanations on the microform cabinet.	Microfiche
LAC: Library of American Civilization	A collectioin of materials relating to American life and literature from their beginnings to the outbreak of WWI (1914). Good for subjects related to American history.	Consult special catalogs located on index tables and ultrafiche cabinets. See also the written explanations found on the cabinet.	Ultrafiche

WHAT PROCEDURE DO I FOLLOW TO USE MICROFORMS?

Step	Explanation
1. Check an index for specific article.	To find articles, look in the periodical index, or indexes to special collections. (Books in the HRAF or Mormonism collection can be found in the card catalog.)
2. Find out if the material is on microfilm.	If book: Call number will indicate microform. If periodical: See Periodicals catalog. If newspaper: All newspapers except current ones are on microfilm. If book or article in special collections (ERIC, HRAF, NewsBank), all will be on microform.
3. Write down identifying number.	Each kind of printed materials will have a different identifying number, title, or code.
4. Go to microform cabinet and locate film or fiche.	Drawers will be labelled. The system for location each type will differ.
5. Take to appropriate microform reader.	
6. Return to proper box. Used microforms will be reshelved by library workers.	

If you need help, be sure to ask a librarian.

GOVERNMENT DOCUMENTS

Most people don't know that the United States Government is in the publishing business. As a matter of fact, the Federal Government prints more materials than any other publisher in the world. Unfortunately, government documents are not used by amateur researchers as often as they might be, largely because people don't know how to use them and are unaware of their value. That's a pity, too, because documents treat a wide range of subjects.

WHAT ARE GOVERNMENT DOCUMENTS?

Government documents are publications issued by the various agencies and branches of the federal government. They may range from technical reports to simple how-to booklets for the average citizen. Documents also include such items as the Congressional Record; House and Senate documents, resolutions and bills; Supreme Court rulings, and so on.

DOES THE SMITH LIBRARY STOCK ALL GOVERNMENT DOCUMENTS?

No, we don't and hardly anybody else does either. If we received all the documents printed, they'd probably bury the campus. But we do receive about 12,000 of the most important ones, some of which are on microfiche and some on paper. If you should ever need a document we don't have, check with a reference librarian to see if other libraries in the state have a copy.

ARE GOVERNMENT DOCUMENTS INDEXED?

As you might expect, government documents are indeed indexed. There are about a dozen indexes. Some examples are:

Index to United States Government Periodicals
Monthly Catalog of United States Government Publications

The *Monthly Catalog* is the most popular.

HOW DO I USE THE *MONTHLY CATALOG*?

The *Monthly Catalog* is divided into two parts, both of which you must use when finding a document. In the back of the book is the index, organized according to author, title, subject, and report number. Of course, you will most often use the subject index. In the front is the catalog itself, which has complete information about a document.

To use it, follow these steps:

1.

Turn to the index section and find the year-entry number. As the example at the right shows, if you are looking in the subject section for information on teaching English, you would first find this article. The entry number is the last number.

Example:

English language — Study and teaching. ——— Subject Headings
Resources for Tesol teaching /, 79-10761 ——— Title
English language — Teacher training. ——— Entry Number
Resources for Tesol teaching /, 79-10761

Environmental engineering — Periodicals.
Translations on environmental quality., 79-12245

Environmental engineering — Research — United States — Periodicals.
Environmental control technology activities of the Department of Energy., 79-11124

PEACE CORPS ——— Issuing Agency
ACTION
Washington, DC 20525

79-10761

AA 4.10:26

Resources for Tesol teaching / compiled by Eleanor C. Boone, Rick, Gildea, Pat Moran. — [Washington] : ACTION (Service Corps), Peace Corps, 1978. — Author / Title
20525
ii, 211 p. : ill. ; 27 cm. — (Program & training journal reprint series ; no. 26)
At head of title: Appropriate technologies for development.
Sent to depository libraries under class AA 1.11:4200.28.
Bibliography: p. 195-199.
●Item 30-A-2
pbk.
1. English language — Study and teaching. 2. English language — Teacher training. I. Boone, Eleanor C. II. Gildea, Rick. III. Moran, Pat. IV. United States. Peace Corps. V. Series.

OCLC 4783460

2.

Using the year-entry number, find the entry number in the catalog. Note that the numbers are arranged in sequence.

3.

Obtain the call number (SuDoc number).

ARMS CONTROL AND DISARMAMENT AGENCY
Washington, DC 20451

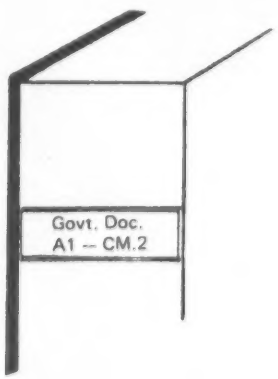
79-10762

AC 1.12:W 24 ——— Call Number

Warnke, Paul C., 1920-
SALT II : toward a more secure world. — Washington : Arms Control and Disarmament Agency, 1978.
20451

4.

Go to the documents shelf or microform drawer. Documents are arranged according to SuDoc number.



SAMPLE TEST ITEMS

_____1. ERIC stands for:

a. Erie River Irrigation Canal.
b. Educational Reseach in Children.
c. Education Resources Information Center.
d. None of the above.

2. Define microfiche: _____

_____3. LAC is only available on:

a. Microfilm.
b. Microfiche.
c. Ultrafiche.
d. Microcard.

_____4. Which microfiche collection has two indexes called *Outline of World Cultures* and *Outline of Cultural Materials?*

a. ERIC.
b. NewsBank.
c. HRAF.
d. LAC.

Name: _____

Activity 10

MICROFORMS EXERCISE (SPECIAL COLLECTIONS)

This exercise will give you experience in using some of the special collections on microforms. To complete this exercise:

1. Determine which of the special collections might supply information on your research topic. (Pacific Islands Collection, HRAF, ERIC, LAC, NewsBank, Mormonism.)
2. Decide which index to use.
3. Locate a relevant article or book.
4. Write the required information in the blanks.

If you have any difficulty, see the librarian.

Topic _____

Index _____

Entry: Author _____

Title _____

Vol. and/or page numbers _____

Write any information needed to locate this material in the Microforms area:

_____

_____

GLOSSARY OF LIBRARY TERMS

Abstract	Summary of a book or article included in indexes.
Accession Number	Number assigned to each book as it is received by the Library. Used in book check out.
Almanac	Book of facts and statistics located in the Reference Collection.
Atlas	Book of maps.
Bibliography	List of books and materials which have some relationship to each other.
Bound Periodicals	Back issues of periodicals bound into book form.
BYU—HC Periodicals Catalog	List of periodical titles and holdings in the Library.
Call Number	Notation used to identify and locate a particular book. Found on the catalog card and spine of books.
Card Catalog	List of the book and media holdings in the Library.
Circulation Desk	Place to check out books. Many other services are also available there.
Current Periodicals	Issues for the current calendar year.
Curriculum Collection	Small collection located in the Faculty Research Room used for Elementary Education courses.
Dictionary	Book which provides information about words such as meaning, spelling, usage, and pronunciation.
Directory	Book which lists the names and addresses of persons and organizations.
Encyclopedia	Books which give overviews of topics.
ERIC	Educational Resources Information Center. Large microfiche collection about education.
Folio	Large books shelved in a special section at the end of the regular collection.
Gazetteer	Book which provides geographical information and data about places.
Government Documents	Publications of the U.S. Federal Government. Located on the Second Floor.
Handbook	Book which provides miscellaneous items of information. May also be called a manual.
HRAF	Human Relations Area Files. Large collection on microfiche dealing with individual cultures in the world.
Independent Study Guide	Special study guides for learning how to use the Card Catalog, Periodical Indexes, and Microforms.
Index	Books or part of a book which point out where information can be found.

LAC	Library of American Civilization. Large ultrafiche collection of books on American history from 1776 to 1914.
LC Classification System	System used for arranging books according to subjects in the Library.
LC Subject Headings	List of topics used in the Subject Card Catalog. Can be found in two large red volumes kept at the card catalog.
Microfiche	Photographic reductions of printed materials on flat sheets of 4 x 6" film.
Microfilm	Photohgraphic reductions of printed materials (mostly periodicals and newspapers) on rolls of film.
Microform Readers	Machines used to read microforms (microfilm, microfiche, and ultrafiche.)
Mormonism Collection	Books and periodicals which deal specifically with the Mormon religion.
NewsBank	Collection on microfiche of news articles from about 200 U.S. newspapers.
Pacific Islands Collection	Books and other materials on Polynesia and Oceanic areas including Hawaii. Located on the Second Floor.
Periodical	Publication issued at regular intervals. Also called magazine, serial, or journal.
Publisher	Corporation or person responsible for issuing a work.
Range	One long row of shevles in the Library.
Reference Book	Books designed to be consulted for information rather than read throughout.
Reference Librarian	Librarians specially trained to aid you in using all library resources. Sometimes called "guides to the jungle of knowledge."
SuDocs Number	Classification number used in the Government Documents Collection.
Tracings	Subjects under which books are listed in the subject card catalog.
Ultrafiche	Similar in format to microfiche but even further reduced in size.